

1373

Field Manual

MANUAL

Of the Board of Foreign Missions of
the Presbyterian Church
in the U. S. A.



REVISED—1927

156 FIFTH AVENUE
NEW YORK

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INTRODUCTION

THIS Manual is for the guidance of the missionaries and officers of the Board of Foreign Missions of the Presbyterian Church in the U. S. A. It is not a formal contract between the Board and the missionaries, but it states the regulations, policies and methods which experience has shown to be essential to efficient conduct of missionary work and to harmonious cooperation between all those who are engaged in it.

The edition of 1922 having become exhausted, the Board has now incorporated the amendments and official interpretations that have since been adopted together with some necessary explanatory matter. A just administration and equitable treatment of all missionaries render special privileges to individuals inadvisable. The regulations are believed to be sympathetically appreciative of the missionaries' position and work, and requests for exceptions are usually embarrassing to all involved. All concerned are expected to familiarize themselves with this Manual and to recognize that observance of its provisions is for the best interests of the work. Experience has shown that confusion and misunderstanding may arise from neglect of its provisions.

The appointment of new missionaries is not deemed effective until the Board has received their signature to a "Manual Acceptance Card" which reads as follows:

"I hereby acknowledge the receipt of a copy of the Board's Manual giving the rules and regulations which govern the missionaries in their work and in their relations to the Board. I have carefully read it, and I promise compliance with its provisions, believing that I can labor cheerfully and happily under the direction of the Board and in conformity with the system which it finds necessary in order to maintain its extensive and intricate work.

I understand, however, that this Manual is neither a contract nor a final expression of the Board's principles and rules, but that it is subject to such amendments as the Board may, from time to time, deem to be for the best interests of the cause."

The spiritual aspects of the missionary work are of course entitled to the foremost place in the thoughts and affections of all who engage in it. It is therefore not in any undervaluing of these high views that this Manual deals so largely with the details of organization and administration.

OBJECTIVES AND FORMS OF WORK

A. THE AIM OF FOREIGN MISSIONS

1. The supreme and controlling aim of Foreign Missions is to make the Lord Jesus Christ known to all men as their Divine Saviour and to persuade them to become His disciples; to gather these disciples into Christian churches which shall be self-propagating, self-supporting, self-governing; to co-operate, so long as necessary, with these churches in the evangelizing of their countrymen, and in bringing to bear on all human life the spirit and principles of Christ.

B. RELATIONSHIPS OF GENERAL ASSEMBLY, BOARD AND MISSIONS

Action of the General Assembly of 1922

2. "The commission 'Go ye into all the world, and preach the Gospel to the whole creation' (Mark 16:15) was given to the whole Church, and the work of evangelizing non-Christian nations is the responsibility of all Christians. 'The Church itself is the first Missionary Society.'

"The General Assembly of the Presbyterian Church in the U. S. A., acting on behalf of the whole Church and in accordance with the provisions of its Constitution, conducts the work of Foreign Missions of the Presbyterian Church by a Board appointed for that purpose.

"The Board of Foreign Missions is the agent of the General Assembly for organizing, supporting and administering the work of Foreign Missions. It is amenable to the General Assembly, and reports its proceedings every year for review and approval. It has complete supervision of the whole Foreign Mission work of the Church, subject only to such

directions as may be given from time to time by the General Assembly.

"The missionaries on the field are representatives of the whole Presbyterian Church. Ordained ministers are subject to the jurisdiction of the Presbyteries of which they are members in all matters pertaining to their ministerial standing. As missionaries, in common with all others appointed by the Foreign Board, they are necessarily under the direction and control of the Board as the agent of the General Assembly.

"The Missions are the agents of the Board of Foreign Missions for organizing and administering the work on the field. Their powers are delegated by the Board, with the approval of the General Assembly, and are defined in the Board's Manual. They regularly report all actions to the Board for review and approval. The Mission is not a permanent institution. It is a necessary organization in the first stages of evangelization, but aims to build up as soon as possible an indigenous Church, which shall be self-propagating, self-supporting and self-governing, and prepares and encourages the native Church to complete the work of evangelization in the mode best suited to its own national genius."

C. FORMS OF WORK

The Board deems all methods and forms of missionary service legitimate in so far as they contribute to the realization of the aim stated in Article 1. At the same time it recognizes that questions of proportion and relation of various methods will have to be determined in the light of varying conditions.

Evangelistic or Church Work

3. In the direct evangelistic or church work, the aim is:

(a) To convey the Gospel to the people as quickly and effectively as possible by preaching, teaching, evangelistic

institutional enterprises, personal work, distribution of literature, the example of the Christian life, and the influence of the Christian home.

(b) To instruct in the Word of God and lead into saving relationship with Christ those who have become interested in the Gospel message.

(c) To co-operate in organizing converts into churches and in providing for their spiritual oversight and nurture, that they may be developed into faithful and efficient Christians, filled with zeal for the glory of God and the salvation of men.

(d) To co-operate with the Church in promoting such practical forms of service for the welfare of individuals and society as will adequately express the spirit of Jesus Christ and the social teachings of His Gospel.

(e) To co-operate with the Church in seeking out and training men and women of special promise for leadership in the various kinds of evangelistic work carried on by the Mission or the Church.

Educational Work

4. The aim of missionary education on the foreign field is:

(a) The nurture of the children of the Christian community and the training of those fitted for Christian leadership. This objective, which is essential to the missionary enterprise and which cannot be adequately met except by missionary education, involves the training for efficient participation in family, community, vocational, church and state life. Evangelization is primary and essential to this, but evangelistic methods are not sufficient for its accomplishment. Secular education is not adequate because it does not prepare for efficient Christian participation in social life. Even missionary education will not meet the need unless it has a thoroughly socialized cur-

riculum and supplies specific training that is both Christian and efficient.

(b) The evangelization of non-Christians. In some countries missionary schools furnish an important means of attracting young people to come under Christian influences, often including classes not ordinarily accessible to the evangelist, and affording opportunity through prolonged contact for thoroughly setting forth the Gospel by word, example, work and personal friendship.

(c) The leavening of non-Christian society. Through some who may not confess Christ in the school, or who may never confess Him, Christian ideals may yet be brought to bear on non-Christian society that its evils may be abated, its spirit influenced, and the winning of others to faith in Christ facilitated.

Medical Work

5. Medical work is not merely a key to open the door into non-Christian communities, but an integral part of the missionary enterprise.

(a) Generically, the aim of medical missions is an integral part of the aim common to all forms of missionary work, that is, to lead people to Christ and to organize them into churches and train them to self-propagation, self-support and self-government.

(b) Specifically, the aim is: (1) The relief of suffering; (2) Training a national Christian medical profession; (3) Removal of superstition regarding causes of disease; (4) Preventive medicine—public health; (5) To do these things in the name and spirit of Christ so as to strengthen the evangelistic work.

While everything possible should be done to alleviate suffering and save life, at the same time the physician and nurse should aim to multiply their powers through the training of doctors and nurses, thereby establishing in the country an indigenous Christian medical profession. The accomplish-

ment of this purpose requires medical schools and hospitals, training schools for nurses, the creation of medical literature, and facilities for training in medical research and in the promotion of public health.

The duty of medical missionaries is not limited to the treatment of diseases that have developed. They are the health and sanitation officers of their respective stations with responsibilities for the prevention of disease.

The medical care of the missionaries and the institutions under their control is one of their chief responsibilities, and this service properly rendered can be utilized to increase greatly the efficiency and prolong the service of the entire missionary body.

Social service by the medical staff should also be advantageously used for the removal of ignorance, poverty and vice, and undoubtedly is one of the most effective methods of evangelization.

Both physician and nurse ought continually to manifest fervent loyalty to the Lord Jesus Christ in order that His spirit may permeate the entire work and that the seed sown in loving service may yield a rich harvest of souls.

Literary Work

6. In the literature and publication department, the aim is to prepare and widely circulate in the vernacular the Bible and other books, tracts and periodicals for the nurture and improvement of Christians and the pupils of Christian and other schools, together with literature suitable for apologetic and evangelistic purposes; and, wherever practicable, to utilize the native press as a means of disseminating Christian truth.

THE MISSIONARY FORCE

A. CLASSES

7. (a) Regular missionaries are all missionaries ordained or lay, men or women, under full appointment by the Board for life service and subject to the obligations and entitled to the privileges set forth in the Manual. Wives of regular missionaries are included.

(b) Special term missionaries are missionaries appointed for a fixed term by the Board and supported either by the Board or by some institution or department of its work. Such missionaries are responsible to the institution or department in which they are employed and are not entitled to outfit or home allowance, but only to such provision as is specified in the terms of their engagement. (Cf. Article 22.)

(c) Affiliated missionaries are persons who are not under full appointment by the Board or subject to the Manual, except as stated below, but have been designated by the Board as affiliated missionaries on satisfactory evidence from the Mission concerned as to their Christian character and helpful relations to the Mission. They may attend Mission meetings and participate in the counsels of the Mission without vote, unless by special action of the Mission and the Board. Affiliated missionaries may be temporarily supported in whole or in part by the Board, or may be otherwise supported or be self-supporting. When supported in whole or in part by the Board, their work shall be under the supervision of the Mission, and subject to the provisions of the Manual. It is not expected that persons of other denominations will apply to be affiliated missionaries of the Presbyterian Board, if their own denomination has work in the city where the person resides. Appointment as affiliated missionary of the Board shall be understood as only for the duration of residence

on the field in the cooperating relationship with missionary work which led the Mission to recommend the appointment, and such membership shall automatically lapse on permanent departure from the field. It shall be the duty of the Mission concerned through its Executive Committee to report such departures to the Board. In the event of a return to the field, it shall lie within the discretion of the Mission and the Board to restore the former status.

There are missionaries under each of these three mutually exclusive classes who are self-supporting as to salary, travel and all other financial allowances, but whose obligations and privileges are the same as those of other missionaries of their class. Other friends on the field may, at the discretion of the Mission, be invited to sit as corresponding members of the Mission at a given meeting.

B. GENERAL REQUIREMENTS

Moral and Spiritual

8. Candidates for appointment as missionaries should be of marked Christian character and culture, with deep conviction as to the essentials of the Faith and a strong desire to serve Christ, already made evident by Christian work at home. A small number of such candidates is preferable to a greater number lacking in earnestness and spiritual qualifications. These requirements are also essential in the case of special term candidates.

Educational

9. Other things being equal, the higher the educational qualifications the more efficient the missionary. A full college course plus Biblical and technical training is ordinarily required. Married women, as a rule, shall have the same qualifications as are required of single women.

Application

10. Persons desiring appointment as missionaries are expected to answer a series of personal questions as to health, preparation and Christian experience; to submit certificates of church membership; and to undergo a medical examination by a physician designated by the Board. They are also expected to write a letter giving a sketch of their lives; their Christian development; their motives in seeking missionary appointment; the content of their Christian message; and to furnish any other information which the Board ought to have bearing upon their appointment. Names should also be furnished of those who can speak of the candidate's qualifications. Candidates should correspond with the Candidate Department which, upon request, will supply regular forms of application.

Justice and kindness alike require that testimonials should be full, discriminating and impartial. They should be sent directly to the Board by those writing them, and will be regarded as confidential. Personal interviews with a representative of the Board are expected.

Age

11. Candidates as a rule should not be over thirty years of age. Only in special cases will candidates who have children be considered for appointment as missionaries on account of the additional expense and health risks involved, and the lessened freedom for language study in the first years on the field.

C. SPECIAL REQUIREMENTS

For Evangelistic Work

12. In addition to the requirements in Article 10, men seeking appointment as ordained missionaries will be required to furnish testimonials from their college and seminary professors, or something equivalent, as to their literary and theological attainments; also recommendations from their Presbyteries

as to their standing and qualifications for missionary service. Without such recommendation of Presbytery, no ordained missionary will be commissioned. Women seeking appointment for evangelistic service should, in addition to the requirements mentioned in Article 9, have at least one year and if possible two years in a training school for Christian workers. It is expected that these candidates will have had some experience in personal evangelistic work.

For Educational Work

13. Those seeking appointment for educational work should present testimonials not only from the colleges and normal schools in which they have studied but also concerning their experience and capabilities as teachers.

For Medical Work

14. Those desiring appointment for medical work (both men and women) must be graduates of grade "A" medical schools, must furnish recommendations from medical professors and others as to their professional attainments, and must have at least one year of hospital work in an approved institution. Medical missionaries should take either The National Board or The State Licensing Board examinations before going to the field.

Nurses should be graduates of approved nurses' training schools and should have some further experience in their profession. They should have a State License carrying the degree of R.N.

For Industrial, Business and Other Work

15. Other unordained persons applying for appointment are required to furnish similar testimonials as to character and Christian experience, and also testimonials bearing on their qualifications for the special form of foreign missionary work proposed.

Missionary Wives

16. Wives are missionaries uniting with their husbands in missionary service. It is expected that they will learn the language and, so far as is consistent with their strength and household duties, take part in missionary work. All wives of men seeking appointment, or women expecting to become wives of missionaries, are expected to furnish the information outlined in Article 10.

In view of the serious embarrassment to the work on the field, and disappointment to supporters at home, which would be caused by the marriage of single women soon after their arrival on the field, they should, before marrying there, consider the exigencies of the work for which they were appointed. An unmarried missionary, before marrying on the field, if expecting to retain Board appointment, should see that the fiance, or fiancee, submits the information to the Board required in Article 10 for applicants in America. Where women leave the Mission to marry, the same rules apply as in other cases of withdrawal from the Mission (Cf. Article 29).

Candidates on the field

17. Except in cases of candidates whose papers were approved prior to their departure for the field and women missionaries of other evangelical churches who are to marry regularly appointed members of our own Missions, the Board prefers to adhere to the policy of making regular appointments for permanent missionary service from persons who are in the United States in order that the Board may have the same free opportunity to form an independent judgment on the basis of its own investigation and conference that it has in dealing with the applications of other candidates. When a candidate is or has been on the foreign field the Board invariably requires the opinion of the Mission where the candidate is known, but the Board deems it inadvisable that this opinion should be influenced by the pressure of local and temporary

need or of personal relations with one who is on the field. Therefore, save in rare and exceptional circumstances, any question of regular appointment of a person resident on the field as a member of a Mission should be deferred till the candidate has returned to America when the Board will, if desired by the Mission, consider the question on its merits in the usual way. If there are questions regarding the term of service, furlough or salary adjustment, recommendations concerning such adjustments should be made by the Mission prior to appointment by the Board.

If unexpected death, resignation or ill-health of a missionary creates an emergency in important work for which some immediate provision should be made, and if, in the judgment of the Mission, a suitable person is available on the field, the Board will consider a request to provide, if available funds permit, a financial grant to enable the Mission to employ such person for temporary assistance for such period as may be necessary. This statement should not be considered applicable to ordinary furlough absences. The Board appreciates the serious interruption of the work which they involve; but in view of the large number of annual furloughs and the limited funds that are available, it would be quite impracticable to adopt the policy of making special appropriations for furlough substitutes.

Missionaries From Other Denominations

18. Missionaries of other denominations who seek appointment by the Board shall present with their applications testimonials and letters of clearance from the Board of the denomination with which they have been connected.

D. CANDIDATES AFTER APPOINTMENT

Special Study of Designated Field

19. New missionaries, immediately after their assignment, should study the history and religious, social, educational and other conditions of the field to which they are appointed.

Conference With Out-going Missionaries

20. A conference for new missionaries is held annually in June, in New York, and, unless specially excused, all new missionaries under appointment are expected to attend it. The Board regards this Conference as essential in order that new missionaries may be advised regarding policies and methods of missionary work, and in order also that personal relations of fellowship and mutual interest may be established between the Board and the missionaries. Detailed information will be sent by the Candidate Department on appointment. If a new missionary, with the approval of the Board, sails for the field prior to the June Conference, the Board, although without commitment, will consider providing for his or her attendance at the Conference during the first furlough. The Board pays necessary expenses for travel and entertainment of regularly appointed missionaries, except that the travel expense of wives and fiancées residing west of the Mississippi River are paid only east of a Mississippi River point. The Board does not pay traveling expenses to the Conference of special term or furloughed missionaries, but is glad to have them attend if they can pay their own traveling expenses in which case the Board will provide entertainment at the Conference.

Designation of Field and Specialization

21. Designation of field is usually made at the time of appointment but is sometimes subsequent to it. Preference of a candidate for a particular field is always considered, but cannot invariably be determinative since the Board must give due consideration to a proper distribution of available reinforcements, the relative needs of the various Missions and the adaptations of candidates to the places then calling for reinforcements. Candidates, however, will not be assigned to fields other than their choice without their consent. So far as practicable, care is taken to assign persons to the field for which they seem to be best fitted, and where they will be

likely to accomplish most in the service of Christ. Assignment is to a Mission, save in exceptional cases where a station or institution or other specific work is designated. But in all cases new missionaries are under the control of the Mission of which they are members (Cf. Article 32 sq.)

To reach the highest degree of efficiency specialization is highly desirable, and a missionary will ordinarily be assigned to the kind of work to which he has been appointed and for which he has prepared, unless emergencies shall require temporary assignment to other work, or in case the Mission shall find, after a reasonable period of observation on the field, that the new missionary is better fitted or more needed for some other work.

Special Term Appointments

22. While appointment should ordinarily contemplate service for life, and preference will be given to such candidates, appointments for limited periods may be made of unmarried persons who, while desirous of serving the Master in the foreign field, are not yet able to enlist for life. They are not voting members of the Mission but work under its direction or that of the institution with which they are connected. Study of the native language is not required but is frequently desirable.

(a) The number of short term teachers should be kept in due proportion to the number of regularly appointed missionaries who should always form a large majority of the total number sent out; other things being equal, the preference being given to candidates for regular appointment.

(b) Except for a few individual institutions which have their own rules, when the contract is five years, the Board or institution will pay necessary traveling expenses both ways and the authorized field salary for first term missionaries. When the contract period is three years, traveling expenses are paid one way or, if both ways, the Board will expect an

equivalent reduction in salary. For contract periods of less than three years, no travel will be paid by the Board, and field salary will ordinarily be provided by the Candidate or by the institution concerned.

(c) Outfit and freight allowances are not paid to short term teachers but only to missionaries under permanent appointment.

(d) Appointments will be limited to unmarried missionaries as the Board cannot undertake to provide travel, salary and house accommodations for families of short term teachers.

(e) Candidates should be persons of some maturity of Christian character and experience as teachers, or young people whose motives and other qualifications are such as to justify expectation of helpful service in a missionary institution and the hope that they may become available later for regular appointment.

(f) Where the Board is expected to pay traveling expenses, the requests from the field must be high enough in the annual lists of desired reinforcements to bring them within the total number that can be sent to a given Mission or country in a given year, inasmuch as the payment that the Board makes must be a charge upon the fund set apart for reinforcements.

E. JUNIOR MISSIONARIES

Committee of Guidance on the Field

23. Each Mission shall appoint a Committee of guidance of the studies and other activities of its junior missionaries during the first term so as

(a) To give each one the benefit of the frequent counsel of those of mature missionary experiences regarding adaptation to climate, questions of social customs, courses of reading, etc.;

(b) To enable and encourage the young missionary to find the task for which he is best fitted;

(c) To enable the Mission and the young missionary to reach a common conviction concerning the specific plans for

postgraduate study which should be carried out during the first furlough.

Language School and Study on the Field

24. A mastery of the language or dialect in which a missionary is to labor is an indispensable qualification for permanent missionary service.

Exception to this rule is made by definite action of the Mission and Board only in rare cases and where the special service to which a missionary is assigned is rendered in English. Even such missionaries can increase the efficiency of their general service by a knowledge of the language.

After reaching the field, unless excused by Mission action, new missionaries should spend their first year in language study, in a language school if possible, and the second year in the study of the language at the Station to which they are assigned. Except in rare cases, and by special action, nothing should be allowed to interfere with the securing of a good working knowledge of the language, and the Board urges that the requirements concerning this matter in the Manual be carefully followed.

Each Mission is required, through the faculties of the language schools or through competent Mission committees, to examine all new missionaries at the close of the first, second and third years of their service, and at such other times as the Mission may deem wise, as to their knowledge of the native tongue.

The Board expects each Mission strictly to enforce these articles of the Manual and, in reporting to the Board on each missionary toward the close of the first term of service, to state the degree of proficiency that has been attained in language study, and, in particular, whether the required language examinations for the three years' course have been satisfactorily passed. The Board will cooperate with the Mission in enforcing the rule and it will take the report in question into

consideration as an important factor in determining whether missionaries should be sent back to the field after their first furlough.

Language Committee

25. Each Mission should appoint a Language Committee as one of its permanent committees. It should be the duty of the Committee to:

- (a) Determine which language a new missionary should study;
- (b) Prescribe courses of study in conjunction with the faculty of the language school in its locality;
- (c) Guide all new missionaries in their study;
- (d) Conduct the examinations referred to above.

Personal teachers shall be provided for all new missionaries for study after leaving the language school, for such time as may be determined to be necessary by the Language Committee, not exceeding five years of actual language study unless by special authority of the Board.

Length of First Term of Service

26. The duration of the first term of service on the field is five years, except in certain fields for which other terms are authorized. (Cf. Article 82.)

Study During First Furlough

27. Continued preparation on the first furlough shall be the general rule for young missionaries.

Committee on Guidance During Furloughs

28. Inasmuch as the first furlough is considered a part of a missionary's preparation, and should, therefore, be devoted primarily to study, a special committee of the Board will supervise the study of such missionaries. In the case of subsequent furloughs this Committee shall be expected to give such advice as may be asked of it regarding furlough study.

(a) **Nature of Study:** The Board expects that bona fide graduate study will be undertaken, in branches best calculated to prepare the missionary for the work he is to do on the field.

Well in advance of the furlough, there should be careful consultation with the Mission, or its appropriate Committee, regarding the courses to be taken,—the result to be communicated promptly to the Board's Furlough Study Committee. The missionary will consult with the Board's Committee before deciding finally upon courses or the place of study.

(b) **Amount of Study:** At least two-thirds of the furlough time, or eight months out of the twelve, are to be given to bona fide study, otherwise the furlough is shorter.

(c) **Place of Study:** This is to be determined only after consultation with the Board's Furlough Study Committee. If the Board is to meet travel expense, the institution should be near the missionary's home in order to reduce cost to a minimum. However, highest efficiency is not to be unduly sacrificed.

The Board will, if requested, pay travel expense either to the home of the missionary or the place of study approved by the Board, whichever is farther from his field. (Cf. Art. 77.)

(d) **Financial Aid:** Where necessary and in order to cover additional expenses of books and tuition, the Board may make a grant not exceeding \$200 in the case of first furloughs and \$150 in subsequent furloughs; the missionary may apply to the Furlough Study Committee for this grant. The obligation to give eight months of the first furlough to actual study holds, whether this grant is drawn upon or not. If the first furlough is not devoted to study for further preparation under the direction of the Mission and the Board, the regular furlough rules as to length of furlough shall apply. (Article 82b.)

(e) **Furlough Extension:** Ordinarily the furlough cannot be extended on account of study. Where it is impossible to complete the required eight months of study during regular fall,

winter and spring terms, a course in Summer School should be taken.

When credit in the form of a Master's or Doctor's degree is sought, the regular first term furlough should be arranged by the Mission before the missionary leaves the field so as to include the necessary study. Only when the Board, on recommendation of the Mission, regards a degree as indispensable to the missionary's highest usefulness may a brief extension of furlough be granted without allowances.

(f) **Public Speaking:** The missionary on this first furlough is here primarily for study. On the other hand it is desirable both for the sake of the missionary and for the sake of the work, that he should come in as close contact as possible with the life of the home Church, and that the home Church should know him in order to follow him the better with its interest and prayers. Accordingly, at least one month of the furlough should be reserved for a possible visit to supporters and for such campaign work in the home Church under the direction of the Home Base Department of the Board as may be possible.

F. WITHDRAWALS FROM THE SERVICE

29. If a missionary shall retire from relationship with the Board for any cause other than failure of health, before completing the normal term of service in his Mission, the total expense for out-going and home-coming travel (plus any outfit allowance for that term) shall be pro rated between the Board and the missionary; i. e., the Board will provide such proportion of the cost of round trip travel (and outfit) as the time spent during that term in field service bears to the shortest regular term in that field, and the missionary shall provide the remainder. If, under special Board authorization, a field treasurer advances Board funds to help a missionary to meet his own share of such travel expense, the missionary

shall give him a signed promise to reimburse the Board upon the above basis ordinarily within one year.

If a missionary, prior to having completed one-half of the shortest regular term of service in his field, shall withdraw from the Board and remain on the field, the Board shall be proportionately reimbursed on account of outgo travel (and outfit allowance) for that term.

In all cases of withdrawal for any reason notice should be sent to the Mission and the Board before informing friends and supporters in the home Church. The Board will notify supporters and make any financial adjustment with them.

The Board's grant for travel shall be available only when the departure from the field is within the time limit set by the Board, not exceeding six months from the Board's acceptance of the resignation.

The furlough and home allowance have always been understood as "looking both ways;" i. e., the first part relates to field service already rendered, and the latter anticipates further field service after furlough. If a missionary on furlough does not return to the field for reasons other than ill-health, a retiring allowance will be made equivalent to a home allowance for such period as may be equitable, not exceeding one-half of the furlough period reckoned from the date of arrival, any over payment to be returned to the Board. The Board should be advised as early in the furlough as possible regarding any serious doubts which a missionary may have about continuance in service.

The question of filling vacancies caused by death or withdrawal will be considered on the basis of their relative importance as compared with other reenforcement needs. The financial support of a deceased or resigned missionary is seldom available for a successor; donors often choose another object. Moreover, all appointments must be financed from the sum set apart in Class III of the regular appropriations for the year in which the new missionaries go to the field. This

fund provides for a certain number of new missionaries, including those who are to fill vacancies. New missionaries that are desired to fill vacancies should therefore be placed in the preferred lists of requests for reinforcements in such order of precedence as the Mission may adjudge proper as compared with other desired new missionaries.

30. The Board reserves the right to recall missionaries or revoke their appointment. If requested in writing by the missionary concerned, the reasons are to be of record and may be submitted to the General Assembly with the minutes of the Board.

MISSIONS VOTING ON THE RETURN OF MISSIONARIES TO THE FIELD

31. The Missions shall report to the Board in advance of the first furlough of each missionary, regarding his or her competency for further service, any deficiencies in training which might be remedied, such special abilities as are worthy of cultivation, and the particular type of service for which the missionary seems peculiarly fitted. Any decision adverse to further service should be made known to the missionary concerned in ample time before leaving for furlough and full opportunity given for explanation and consultation.

(a) The object of such action by a Mission is the highest welfare of the work and a Mission should act in the most conscientious as well as kindly way.

(b) Only missionaries that have been in the service at least three years should vote on this question. If this would limit the qualified voters to a minority of the Mission the qualifying period should be reduced until a majority of the members of the Mission could vote.

(c) Whatever method of voting is used, a return to the field is justified only if a majority of all the missionaries qualified to vote definitely express themselves in favor of such return.

(d) In all cases, final decision rests with the Board.

(e) The Board suggests some such method of action as the following:

The Mission's Executive Committee shall vote upon the return to the field of each missionary about to go on furlough. If the Committee be unanimous for or against the return of a missionary, such action might be accepted as conclusive if a Mission had so previously empowered its Executive Committee. If unanimity is lacking, or if a Mission desires to act itself on each case, the Committee shall make recommendation to the Mission and shall secure (a) a circular ballot from each voting member, or (b) a vote at Mission meeting. In the case of subsequent furloughs, if the Mission does not contemplate the return of a missionary to the field, this fact should be made known to him officially several months, if possible, before leaving for furlough; otherwise the Board may assume that the Mission desires his return.

ADMINISTRATION AND ORGANIZATION

Action of the General Assembly, 1922

A CONSTITUTION OF THE MISSION

32. "In general a Mission consists of all foreign missionaries under appointment by the Board within specified territorial limits. No missionary shall have a right to vote until after at least one year's service in connection with the Mission and until he or she shall have passed the language examinations appointed for the first year (Manual, Article 24) and shall have been assigned to definite work. The married women missionaries are subject to the provisions of Article 24 of the Manual."

B. POWERS OF THE MISSION

33. "The Mission has the general care and supervision of all work within its limits. In all field matters it has the right of initiative. The Board may also exercise the right of initiative in conference and agreement with the Mission. All questions of Mission policy and method, and of expenditure within the budget of the Board for the Mission, are subject to the decision of the Mission, but the right is reserved to the Board of supervisory action and authority where any problems involve relations with other Boards and denominations, or relations and interests wider than those of any particular field, and where fundamental questions of mission policy affecting other Missions or the relation of Missions and Governments are concerned.

"In the exercise of such supervisory authority, however, it is the policy of the Board not to engage in new union work within the territory of any Mission if such work is against

the judgment of the Mission, unless directed to do so by the General Assembly.

“Among the matters recognized as distinctly within the functions and powers of the Mission are the following:

(a) The assignment and supervision of the work of individual missionaries.

(b) Liberty of transfer from one object to another of appropriations for the conduct of native work on the field.

(c) Distribution of undesignated grants.

(d) Determination of all regular and emergency furloughs in accordance with the regulations of the Board on Terms of Service and Furlough.

(e) Organization of the Mission and determination of the powers and duties of its various committees.

(f) Special rights delegated to Councils, as in China and India.

(g) Use in the work of funds earned by members of the Mission. (Cf. Article 74.)

(h) Use in the work of money accruing from the rental of property on the field. (Cf. Articles 51 and 58.)

“All requests requiring the action of the Board should be accompanied by the action of the Mission upon them. Tours of exploration or any unusual work should be undertaken only with the advice of the Mission.

“The successful application of the principle of self-government on the field in harmony with the Board's responsibility to the General Assembly for the whole Foreign Missionary enterprise of the Church requires the cordial co-operation of the Board and the Missions and the exercise in the highest degree of mutual patience and forbearance, so that the work may be promoted in heartiest agreement and unity. If, however, differences arise between the Board and a Mission which cannot be adjusted satisfactorily by conference, appeal may be made to the General Assembly. Mission minorities and individual missionaries also have the right of appeal in all

matters of their concern. But the right of appeal should not be resorted to except for grave reasons, and the controversial spirit should be guarded against as injurious to the work and contrary to the true spirit of Christ."

C. GENERAL POLICY

34. The home Church and field force should be steadily held to consideration of the whole task and the full objective set forth in Article I of this Manual.

Each Mission should take steps to secure such contact of all its workers with various forms of evangelistic work to keep them sensitive to its essential place in the total enterprise, and should make definite inquiry as to the relation of its entire program to the defined objective.

The objective of immediate advance should be in those forms of work which are directed toward a more adequate native leadership. Institutions, agencies and activities which develop such leadership should be established or strengthened immediately and primarily. The general principles should be applied according to conditions that obtain in particular fields.

Due consideration in plans for expansion should be given to those lands or areas for which our own Church is chiefly or wholly responsible; which occupy strategic points for world witness; and in which emergency opportunities exist.

Subject to manifest Providence, our widely extended existing work should be strengthened rather than new work undertaken, with the expectation that from the central points wide and constant itineration will be undertaken.

Survey

35. (a) At least once in five years each Mission shall appoint a committee to make a thorough survey of its work in all departments, to assure itself and the Board that the resources of the Mission are being used to the best advantage, a sufficient sum of money for this purpose to be included in Class VI.

(b) The Board expects that such frequent and thorough supervision of the work shall be exercised by each Mission as will secure to it knowledge of its progress in the execution of the policy and regular expansion to meet new situations. This survey and policy may be made and executed by field Councils decisions where such organizations exist, and wherever possible the survey should be made by personal visitation rather than by written questionnaire. In cases where union work is involved, or where fields of other churches overlap, the survey should be made in cooperation with other denominations. If deemed advisable, the Board will consider the possibility of supplying to each Mission one or more workers from other fields to assist in the survey and in the discussion of the proposed policy.

36. The Board plans that each Mission shall be visited by an officer of the Board at least once in seven years.

Station

37. A Station is a place where missionaries reside and from which organized work extends throughout an adjacent area within limits prescribed by the Mission. The personnel of the Station consists of all the regular missionaries appointed by the Board and located within the limits of the Station. The Mission determines what missionaries shall be voting members of a Station in conformity with the principles of Article 32. Each Station shall have control of the missionary work within its field, under the direction of the Mission. Stations can be established or discontinued only by action of the Board after consultation with the Mission concerned. The force assigned to a Station should, if possible, include at least one missionary of experience.

D. ORGANIZATION

Essential Principles

38. The important duties of a Mission demand that its field organization be properly defined and coordinated and that its

field administration be wise and efficient; this responsibility rests upon the Mission and should be faithfully fulfilled. The best form of Mission organization includes in the largest practicable measure the following features:

(a) Participation either directly or by delegation on the part of all who are properly qualified. (Cf. Article 32.)

(b) Departmentalization, covering the larger phases of Mission interests.

(c) An Executive Committee.

Mission Policy and By-Laws

39. Each Mission may adopt such by-laws and rules for the conduct of its business as may seem wise and consistent with the policies and methods of the Board. It should elect its own officers, whose powers in general are those exercised in similar organizations.

Each Mission should

(a) Have a clearly defined policy.

(b) Make provision, through conferences, surveys and reports, to familiarize all members with the Mission policy and to acquaint the Mission as to the extent to which its policies are being carried out.

(c) Have adequate supervision by properly constituted authorities.

Annual Meetings of the Mission

40. The Mission should meet at least once a year and be governed by the usual rules of our Church judicatories, so far as applicable. It should keep regular minutes of its proceedings, copies of which are to be sent to the Board soon after each meeting with indications of actions requiring Board decisions. Covering letters should deal with important matters. On questions involving requests for appropriations, the expenditure of funds and the location, transfer or retirement of missionaries, a two-thirds vote shall be required. In all other cases, unless covered by special rule, a majority shall

decide. Traveling expenses to Mission meetings shall be met (unless under peculiar circumstances) only for those who are voting members and those who have not completed their first year of service.

Executive Committee and Powers

41. For the careful, continuous and well balanced organization and conduct of a complex and difficult work, each Mission shall appoint an Executive Committee of limited size which

(a) Shall be representative and responsible with ample authority to coordinate, supervise and promote the policy and program of the Mission and the activities of missionaries individually and collectively; should be of such personnel, size and representative nature as will result in the fullest confidence of the Mission and the highest efficiency of the work; should possess all the power essential for efficient administrative and executive authority. Harmonious teamwork is indispensable and the Executive Committee should effect it.

(b) Should have, preferably for full time service in the larger Missions, an Executive Chairman or Secretary assigned to general supervisory and administrative duties, his election to be subject to confirmation by the Board. Such officer should conduct the official correspondence of the Mission and its Executive Committee with the Board;

(c) Should meet as frequently as the interests and progress of the work demand;

(d) Should give prompt publicity to its actions, with such provision as the Mission may deem necessary for reconsideration after protest.

Secretaries, Mission and Station

42. Each Mission and each Station shall choose a Secretary, to be changed as seldom as possible, the names to be reported to the Board, whose duties shall be to receive and keep files of all official correspondence; to receive and distribute all report forms and see that they are, in proper form and season,

returned to the Secretary of the Board; to see that all communications addressed to the Mission and Station have proper reply; to forward the statements called for in Article 40; to make special effort to see that all official letters from the Board sent to the Mission are seen by each missionary; and to perform such other functions as shall be assigned by the Mission or Stations.

The Secretary of the Mission may also be Secretary of the Executive Committee, the election in any case to be reported to the Board and to be subject to its approval. (Cf. Article 41.)

Treasurers, Mission and Station

43. Mission and Station Treasurers should be appointed in accordance with Articles 49 and 50.

Committees

44. Each Mission should appoint the following permanent committees and such other permanent and occasional committees as may be needed:

- (a) Executive Committee
- (b) Property Committee
- (c) Language Committee
- (d) Auditing Committee
- (e) Committee on Guidance of New Missionaries

Field Councils

45. In countries or regions where several Missions have kindred problems, the formation is recommended of a Field Council whose Chairman or Secretary (in certain cases both) with adequate office staff should be released from relation to a particular Mission in order to enable him to give himself wholly to field supervision and counsel.

As it is the definite policy of the Board, in so far as compatible with its charter and its responsibility to the General

Assembly and to donors, to allow the greatest possible degree of self-government to the Missions through the regularly constituted Mission bodies, in countries where a Field Council exists the Board will delegate to such a Council all practicable routine and administrative matters with such a degree of finality as to relieve the Board Secretaries at the home base and to secure prompt decision on the field.

In view of the divergent interests among the fields, the determination of matters to be delegated resides with the Board in conference with the field concerned.

In addition to such powers as may otherwise be delegated to a Council are the following:

(a) Distribution of undesignated funds between the constituent Missions.

(b) Use of such sums as the Board may place in its hands for emergency matters.

(c) Employment on the field of temporary workers (foreign) within limit of appropriated funds (Mission or Council).

Field Councils and their constituent Missions in conference with the Board shall make necessary rules to govern their mutual relations and responsibilities.

Reports and Letters

46. (a) Each Station shall prepare at the close of the Mission year reports, both statistical and general, of the various departments of its work, and submit them to the Mission at the annual meeting. Each missionary also shall prepare a brief report of his or her labors during the year, to be submitted to the Mission. All these reports should be reviewed by the Mission and forwarded without delay to the Secretary of the Board, with the Mission's judgment thereon.

In addition to the station, institutional and personal reports, the Mission should designate one of its members to prepare a general narrative survey of its whole work for the calendar

year in such form that it can be made the basis of the Board's printed annual report to the General Assembly and the home Church.

Missions may close their statistical year at such time as may be most convenient for them, having in mind the requirement of the Board that all reports, estimates and statistical information must reach the Board not later than February first. Statistics should be on the blanks furnished by the Board.

Correspondence with Board Secretaries and Treasurer

(b) It is desirable that individual missionaries and Secretaries of the Board should correspond fully, frankly and frequently, for mutual helpfulness in the prosecution of the work.

Correspondence pertaining to the respective departments of the Board should be forwarded on separate sheets and ordinarily under separate covers.

The correspondence of the Mission and its individual members, including official minutes, estimates and requests for reinforcements, property, furloughs, appropriations, furlough rent, and all other matters requiring action by the Board, should be addressed to the Board's Secretary for the Mission. Thus business matters will be handled by one office and when necessary referred to the proper departments.

The men Executive Secretaries conduct the official correspondence with the field Councils and the Missions in a designated area, and have special responsibility for men's work, including institutions for men and boys, and the personal correspondence with all men missionaries in such area or areas.

The women Executive Secretaries have special responsibility for women's work in a designated area or areas, including institutions for women and girls, and the personal correspondence with all women missionaries in such area or areas. Later adjustments may be made which will include official correspondence with individual missions.

Correspondence with the Treasurer's Office should be on

separate sheets, according to the following rough outline: (1) travel, (2) purchase and shipment of goods, (3) adjustment of accounts, (4) such other matters as relate to the Treasury.

(c) All requests for new missionaries, new property or for funds for use in the work must have the approval of the Mission or its Executive Committee, and Field Council where one exists. Requests unaccompanied by such action will be referred back to the field for proper consideration.

Letters for Supporters

(d) Every man missionary supported by a church or group of churches or by Sunday Schools, is expected to write to his supporters at least three times a year, mailing either the original or carbon copy to the Bureau of Foreign Information of the Board.

(e) Every woman missionary is assigned for correspondence to a woman correspondent in the District to which she is related. This correspondent is known as her District Foreign Correspondent. Women missionaries are expected to send each year at least three letters, one of which may be a copy of their personal report, to their District Foreign Correspondent. These letters are sent by the District Foreign Correspondent to the Board where they are duplicated and one copy sent to each society and other supporters concerned.

The Publicity Department and the Department for Specific Work depend largely upon these letters for information that it sends out through many channels. Their contents are used not only for the supporters of the writers and the supporters of Station work, but in composite Station letters, leaflets, "Women and Missions," and other forms of publicity.

Importance of Correspondence

(f) The Board impresses upon both men and women the urgent necessity of faithfully sending letters of vital interest in order that supporters of specific work, whether of missionaries or Stations, may be supplied with fresh information and the Church at large may be kept in touch with the needs

and progress of the work. These letters should include incidents of human interest, accounts of the work and its spiritual character and results. Unless such letters are received by supporters of specific work their interest may wane and their gifts diminish.

Subjects to be Avoided

(g) These letters should not deal with matters of Mission business or make appeals for money for particular objects unless specifically approved by the Board. They should urge the increased support of the regular work which the Board, on behalf of the Missions, underwrites in advance in the regular appropriations. They should be constructive, avoid fault-finding, criticisms and divisive subjects. Except as they write to their Foreign Secretary of the Board, all missionaries are urged to refrain from criticism of native peoples and national policies, as any letters sent to other than Board officers may, without the Board's knowledge, get to the public press and may be interpreted as voicing the attitude of the Board.

Photographs

(h) Photographs portraying life and action are desired from every Station. They should be printed on glossy paper and accompanied by sufficient text for captions.

E. LITERARY WORK AND PRINTING

47. Literary work, such as the translation and the preparation of religious and educational books for use on the field, should be undertaken only with the consent and by appointment of the Mission.

Writers or copyists may be provided for missionaries employed by appointment of the Mission in literary work, where such are needed, the expense to be met by the Mission within its regular appropriations.

48. No printing establishment or press shall be erected without the sanction of the Mission and Board, and no printing establishment shall be used for private work or for missionary publications, except under authorization of the Mission.

FINANCE

A. TREASURERS

Mission Treasurers

49. (a) The Mission shall elect a Treasurer at its annual meeting, or when a vacancy occurs; the election to be reported to the Board and to be subject to its approval.

The Mission Treasurer shall carefully preserve all deeds of Mission property and other legal papers not transmitted to the Board (in Stations where this is not practicable the Mission may assign this duty to the Station Treasurer); keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, secure vouchers for the latter, and keep files of all official correspondence belonging to his department. His books must be open to the inspection of any member of the Mission at any reasonable time.

(b) The Mission Treasurer is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded to him. Mission Treasurers will secure the funds needed for the work of the Mission by selling drafts drawn on the Treasurer in New York, as the forms sent to the Missions in blank from New York indicate, these drafts to be signed by the duly authorized Treasurer of the Mission and a person authorized by the Mission to countersign. These drafts shall be sold only in such amounts as shall be needed in the immediate future to finance the regular work and property and building operations. They are not to be sold in large amounts with the intention of depositing the proceeds in local banks to await expenditure at some indefinite time in the future. Limited working balances should be kept in a bank or other safe depository approved by the Mission.

Appropriations for current expenses and appropriations for Class IV and disbursements against these two classes of appropriations respectively are to be kept separate at every stage of the accounting, so that all drafts issued for Class IV needs should be marked clearly in the space on the left end of the draft "Property Account" or "Class IV" so that the New York Office can clearly identify such drafts. Immediately on the sale of drafts notice should be mailed to New York advising the Board Treasurer of such sale, giving the amount, the rate at which it was sold, and the object for which it was sold. Entries in the books in New York are made from the notifications received from Mission Treasurers that the bills of exchange have been drawn. It is necessary, therefore, that the notifications of the sale of these drafts be mailed promptly.

Building funds are not to be drawn unless the appropriation or appropriations for a building are sufficient to complete the building or a unit of the building, where the program is a large one. At the time of requisition against special appropriations for property, the Station Treasurer should certify to the Mission Treasurer on the basis of action by the Property Committee, that the appropriation of the Board is sufficient to complete the building or a unit of the building for which requisition is made, and should further certify that the amount drawn by the requisition is for early use for the purpose of the appropriation.

No funds of the Board shall be loaned under any circumstances. There is no warrant for assuming liabilities on behalf of the Board without its actual consent, and it is within its proper right to repudiate any such obligations. The acceptance of funds for deposit, and the investment of the same in any form of security, must be avoided. The advancing of funds for building purposes, or in behalf of any individual, however urgent might appear to be the necessity, is unwarranted.

The principle of this Article is to be strictly construed, there being no authority for disbursements beyond the limit of appropriations, except in cases for which the Manual provides.

(c) The Mission Treasurer is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on exchange. Such funds should be paid to him and by him reported to the Treasurer of the Board.

The Mission Treasurer shall also examine and audit travel accounts presented by missionaries upon their arrival on the field, calling attention to any items incorrectly entered.

(d) The Treasurer of the Board may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements, but the full detailed statement of the Mission must be rendered once each year.

The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained.

The Mission Treasurer may require from institutions operating under the Mission direction stated reports of their financial condition.

Institutions in which the Mission shares with other Missions the responsibility for the management are expected to furnish the Mission Treasurer with a copy of their annual financial reports.

The balance sheets of all institutions should show not only receipts and disbursements but also the assets and liabilities of the said institutions at the close of their fiscal year.

(e) It is the policy of the Board to install trained men or women as Treasurers or business agents wherever necessary for Missions or for combinations of Missions, to be located at

central points, and to centralize all business and accounts of the district to be served, so far as that is feasible.

(f) It is the policy of the Board to provide business offices with suitable equipment, including typewriters, adding machines, and safes, where this equipment is needed for efficiency, economy and safety. When these items cannot be covered out of the regular appropriations, they should be placed among requests for property and equipment (Class IV).

50. Station Treasurers shall be annually appointed by each Station, or, where the Mission shall prefer, by the Mission, and the names reported to the Board, save in those Missions where the Board provides for the discharge of these duties by the Mission Treasurer. They are the financial agents of the Mission for their several Stations, with powers and responsibilities in their respective spheres similar to those of Mission Treasurers. They must submit reports to the Mission Treasurer, as he does to the Board Treasurer, such reports to be open to the inspection of members of the Station, and to be duly audited by a committee of the Station.

B. ESTIMATES AND APPROPRIATIONS

51. Each Station shall prepare a careful estimate of the probable necessary expense of its work for the year beginning on the 1st of April following the date of annual meeting. These Station estimates shall be submitted to the Mission or its Executive Committee for detailed consideration and recommendation, as the Board requires the judgment of the Mission or Executive Committee on all estimates of each Station. In recommending appropriations for new work, such as the sending out of new missionaries, the purchase of property, erection of buildings, etc., the Mission shall indicate the order of their importance.

Missions should accompany all requests for new property or new missionaries, with a statement of the reasons, even though they have been set forth in previous correspondence.

All estimates for new property should be so comprehensive as to avoid the necessity of requests for additional funds to complete these items. Screening for residences, hospitals and dormitories should invariably be included, and heating plants in climates having cold winters.

The estimates should indicate first what is needed for the work of the ensuing year, the amount not to exceed the grant of the year, preceding that for which the estimate is made, and, secondly, if more is required, how the Mission would spend the desired increase.

Any anticipated income from rents of properties on the field shall be included within the annual Mission estimates of receipts on the field. Any necessary expenditures for rent shall be a first charge against such income.

The estimates should be forwarded to the Secretary of the Board and will be acted upon as promptly as possible. Pending such action, and unless notified to the contrary prior to April first, the Mission is authorized to proceed with necessary expenditures at the rate covered by the regular appropriations for the preceding year, and the Treasurer will remit accordingly, but the Mission may not enter upon advanced expenditures without authority from the Board.

In order to simplify the financing of the necessary expenditure for language study by missionaries during their first term of service, in so far as possible the required funds may be made available in advance through Class 1 of the regular appropriations and the Missions and the field Councils are authorized to make transfers within these appropriations for language study for any one fiscal year.

Inasmuch as the work on the Mission field should, as soon and as fully as possible, devolve upon the national Christians, they should clearly recognize their natural and desirable responsibilities for its maintenance and growth. In preparing estimates, the entire local Christian program should be surveyed. The Church in the field should be consulted and

encouraged to undertake the largest personal and financial share of which it is capable. The Mission should request the Board in America to provide only the force and funds that are needed for the remainder.

52. In case any work is partially supported by receipts on the field, these receipts shall be carefully estimated and stated. The total estimated cost shall also be stated. Only that amount necessary to make up the difference between cost and field receipts shall be asked from the Board. It will not be feasible for the Board to make additional appropriations for such work, toward the close of the fiscal year, on representations that estimated field receipts have fallen below expectations. However, the usual privilege will apply, that transfers of unused appropriations for other items in the appropriations may be made up to the end of the fiscal year.

A Mission shall conduct its operations within the total amount of field receipts plus Board appropriations in Classes IV-X inclusive. Classes IV and V are not transferable. A balance in a Mission's account of the year shall be carried forward into the new fiscal year. A balance for new property or repairs shall be used according to Board designation. A balance in Classes VI-X shall be used by and at the discretion of the Mission in its work in addition to its other receipts for the new year, with the understanding (1) that Board approval shall be secured before any obligation is incurred for new property or for recurrent expenditure, and (2) that the Board shall consider on its merits any exceptional case such as a large saving from the stoppage of work. Care should be exercised by each Mission in estimating its anticipated field receipts, and the Mission must assume full responsibility for any deficit. In order to avoid a deficit, the aim should be to underestimate field receipts and to carry any unexpended surplus over into the following year. On the other hand, the accumulation of large surpluses should be avoided. Money raised on the field and gifts sent from America not through

the Board but directly to missionaries should not be put in Column B. The object of Column B is to show contributions from native sources, and the Board and all students of Missions examine that column to see what progress is being made in self-support. Article 54 indicates the procedure that should be followed when missionaries receive gifts from America for missionary work.

Liberty of Transfer

53. The Mission is at liberty to make necessary transfers in the annual appropriations, as sent by the Board: (1) inside individual Classes V-X; (2) between classes VI-X within Stations, excepting Medical, Class VI; (3) between Station appropriations Classes VI-X.

Each Mission is responsible for bringing its expenditures for the year within its appropriations. Any overdrafts incurred will be charged against the appropriation for the ensuing year.

It is, of course, expected that the Mission will take into due consideration any association of particular objects with special givers in America and will not needlessly disturb such relations; but if in the judgment of the Mission the interests of the work are seriously involved the Board will support the Mission in assigning such objects their proportionate share of any reduction, and the Board will take up with the givers at home any difficulties which may arise.

Special Appeals

54. Missionaries on furlough in their addresses and appeals should stress the items in the guaranteed regular appropriations and such property needs as are in the current approved list of the Board or especially approved by it. Property items not secured in a given year should be continued on the list until funds are secured. Omission of an item from the list indicates that it has been provided or is no longer deemed necessary.

Funds for other objects proffered to missionaries without appeal may be accepted when approved by the Mission and by the Board, provided such funds cannot, after earnest effort, be secured for the current budget.

In loyalty to the interests of the entire work, missionaries in seeking funds for property and equipment should try to secure first those items that appear high in the list of the Mission, approved by the Board, except in countries where there is a Council Preferential Property List. In such cases effort should be directed to secure first those items which are high in the Council List and approved by the Board.

It is the desire of the Board that the estimates should be so complete as to preclude applications from the field to churches, Sunday schools, societies or individuals for special gifts. Such applications involve unjust discriminations in favor of some Missions and missionaries, subordinate the judgment of the Mission to private judgment, interfere with the regular income of the Board, and if right for one are right for all, and so militate against the purpose of the Church in the establishment of the Board.

All money not paid through the Treasurer of the Board, but received for the work by missionaries from churches or other organizations or from individuals, should be reported to the Board through the Mission Treasurers. Wherever consistent with the will of the donor, such gifts should be applied to the regular budget of authorized expenditures for the year until this has been wholly met. But if this is not allowable, the Board considers it but just to the Church, and to the givers themselves and to the work as a whole, that all gifts going out to the field should be reported to the Mission Treasurer, and the Mission Treasurer should make report to the Board, showing:

(a) All gifts passing through his hands for special purposes.

(b) As far as possible, all gifts not passing through his

hands but received and expended by individual missionaries for the work.

The Board determines annually and in detail how the total share of the Board in the benevolence budget of the Church shall be distributed. It urges upon the churches and all other donors as the primary obligation that portion of its budget which the Board has definitely assumed by guaranteed appropriations. Contributions for the balance of the budget should be deemed secondary to these guaranteed appropriations. All amounts for objects within the budget may be credited to the churches on their apportionment under the budget, but credit cannot be given on church, presbyterial or synodical apportionments by the Board or by the General Council for gifts for objects which are outside the budget allotted to the Foreign Board, and which have not been approved and included by the Board under that budget. Such gifts are not subject to tax for the Board's share of the expenses of the General Council, or if taxable, the tax must be deducted from the gift and not be a charge on the Board's undesignated gifts. All gifts within the budget, unless otherwise specified by donors, constitute a part of the total receipts of the Board.

Special Appropriations

55. After the estimates are sent to the Board, special requests for grants cannot be entertained, except in extraordinary circumstances. When such cases arise during the year, calling for extra appropriations, they should be submitted to the Mission or to the Executive Committee of the Mission, who will forward the request to the Secretary of the Board in charge of the correspondence, with the proper recommendation.

Exchange

56. Appropriations as made by the Board, in Classes I to IV, will be made in United States currency. Those in Classes V to X will be made in the currency of the country, except

in certain special cases where depreciation of the local currency renders necessary keeping the accounts in gold.

Mission Treasurers will pay salaries and children's allowances in local currency, at an average rate of exchange, rules for determining this rate to be formulated by the Mission Treasurer and the Mission.

The understanding is that the missionary is to have whatever the gold salary produces in native currency and that in addition, when the gold dollar is producing less than the normal rate the Board will guarantee a fixed rate, approximately the normal rate, on such part of the salary as is used on the field and therefore affected by exchange. On the portion of the salary expended outside of the country, the deduction is to be made in gold amounts, inasmuch as no question of exchange is involved. Charges going out to the field against salary accounts should be deducted either in gold amounts or at the arbitrary rate fixed by the Board.

C. PROPERTY

General Rules

57. No property is to be purchased or sold, or any building erected for the Board without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it by a properly executed document.

Gifts on the field or from sources outside of the Board's Treasury for the erection of buildings on the property of the Board, or for enlarging or improving buildings already in use, or for acquiring new property, should be reported to the Board, and before these gifts are expended full plans of the improvements contemplated should be submitted to the Board for its approval.

If missionaries spend moneys of their own in the purchase of land, enlargement or erection of buildings for missionary

purposes, they must understand that they have no claim upon the Board for special reimbursement.

Title deeds of all properties are to be duly recorded in the way required by the government within whose territory the Mission is located.

All Stations should forward promptly to the Board, upon the blanks furnished for such purpose, all details of new property acquired, or buildings erected, so that the Board's files may be kept up to date.

Competent architects should be secured for all buildings of a value of \$1,000, or more, or the approval by the Board of suggested plans be secured. When arrangements cannot be made to have plans drawn by an architect, report to this effect should be made to the Board.

Upon completion of a building, report should be made by the Mission Property Committee to the Mission and the Board as to how satisfactory the architect, plans, construction, etc., have been.

Photographs and plans of these buildings and diagrams of the land should be sent with the property blanks.

Missionaries, of course, will not in any way involve the Board in property or financial obligations, without its consent. If they do they must be held personally responsible for the amount.

Sale or Rent of Property

58. Property not in use and not likely to be needed for missionary purposes should be disposed of as soon as a fair price can be obtained. Sales are to be authorized by the Mission and its Property Committee on terms approved by them and confirmed by the Board. The proceeds of such sales should be credited to the Board and reported at once. Where property unused by the Mission cannot be sold, it should be rented as advantageously as possible and the proceeds and their use under Article 33h, reported to the Treasurers of the Mission and the Board. The character of the

tenant and the proposed use of the property should be carefully considered. (See Articles 33h and 51.)

When rental of Board property on the field is foreseen at the time of making the annual estimates, it shall be included in Column B as receipts on the field. If the income is not foreseen, it shall be applied as receipts on the field toward the appropriations in Column C and be so reported to the Board Treasurer. In the use of rental income, a Mission shall give preference to any necessary repairs on Board property.

59. Each Mission shall, at its annual meeting, appoint a Property Committee, without whose approval and that of the Mission or its Executive Committee no plans shall be adopted or any land purchased. This Committee shall have, or shall arrange for, general supervision of the erection of all buildings. It shall also be responsible for keeping the expenditures within the funds available. Copies of all plans approved by this Committee shall be forwarded as soon as possible to the Treasurer of the Board.

Repairs on Property

60. Each Mission shall make provision for repairs on properties, so as to keep all buildings in satisfactory condition. Appropriations for repairs shall be non-transferable, and if unused, are to be retained in the repairs account of the Mission (Class V.)

All repairs on buildings shall be included in the general estimates, and no major repairs, enlargements or alterations involving expense shall be made without the concurrence of the Mission or the Property Committee and, if amounting to more than \$500, the sanction of the Board.

Insurance

61. Save for exceptional buildings for which the Board approves special insurance, the Board undertakes to carry its own insurance on its Mission properties in a fire and marine

insurance fund in New York, setting aside such annual sums as practicable for this purpose. It has not yet been possible to set aside an adequate sum for this purpose. Pending its completion, replacements of destroyed properties may have to be regarded as within the quota allotted to each Mission in the Board's approved property list. The Board will give sympathetic consideration to such requests and will try to arrange for prompt rebuilding. A Mission should report to the Board its judgment as to the relative importance of such replacement as compared with other property needs inasmuch as it does not necessarily follow in every case that a destroyed building should be replaced with money available for more pressing needs. Whether a replacement should be wholly or partially made from the Fire and Marine Insurance Fund, or whether special appeal should be made for it, will be determined at the time by the Board.

RELATION OF PROPERTY TO CHURCHES IN THE MISSION FIELD

62. It is desirable that the national Churches should provide their own buildings on land acquired and owned by the Churches. Where native contributions enter into property owned by the Board, it is desirable that there should be clear understanding as to the equities of all interested parties. In the case of hospitals and schools where native contributions as a rule are the results of the earnings of the institutions or are government grants, there should be perfectly clear recognition that the title is in the Board, and that unless specified in the gift and agreed to by the Board, no condition or lien limits the right of the Board to dispose of the property and use the proceeds as it thinks best.

(1) All property provided by the Board is held by it in trust for the Presbyterian Church in the U. S. A. in its foreign missionary undertakings, save where the funds came from the field, in which case the Board deems itself trustee for the

Church or the people of that field. The fact that the Board has expended in a field the money given by the Church in the U. S. A. does not create a binding presumption that it was or will be a donation to that field. (2) The Board must judge with regard to each piece or classification of property whether its transfer to the Church or other agency in the field is possible and advisable, and, if so, what terms of transfer would best fulfill the purpose of the donors and the trust responsibility of the Board. (3) Where property has been bought in whole or in part by the Church in the Mission field, and is held by the Board, the Board will regard such property, or the Church's equity therein, as a trust, and recognize that such property or equity should be turned over to the Church whenever it is practicable and desired, or, if it is sold, that the proceeds should be used in the Christian cause in the country concerned. (4) Where the property has been purchased by contributions from America, the Board must regard it, as a general rule, as held in trust, not for the Church in the particular country in which the money was first spent, but for the whole enterprise which the Board is incorporated to carry on. The Board will have to determine in each particular case whether the property or its proceeds should be turned over to the Church in the field, or reinvested in the work there, or should be transferred to some other field where the Board's responsibility under its charter is still unfulfilled.

PROPERTY LISTS AND APPEALS

63. The Board's Annual Property List in Relation to Mission and Council Lists. It is the Board's custom to issue its property list in the early fall. Missions and Councils should make special effort to submit their lists to the Board prior to August 15.

A. Basis on Which the Property List Is Prepared by the Board

The Board's Approved Property List takes into consideration the following factors:

(1) *Allotment of the Total Amount.* The total for property for which the Board can make appeal in any given year is determined by the Foreign Board's share of the total Benevolence Budget approved by the General Assembly which the Church is asked to provide. Within this budget there must be included the support of missionaries, maintenance of native work, Mission and Station expenses, administrative and promotional costs, all of which ordinarily total more than 80%, and approved property needs. It is clear, therefore, that the amount for which the Board can give credit within the Approved Benevolence Budget of the Church for any given year is definitely limited.

(2) *Allotment to Each Country.* In determining this consideration is given to—

(a) The amount granted by the Board during the preceding year in the regular appropriations for each country, i.e., Column C of the Mission Estimates. If a like amount for property is manifestly inadequate, then the Board's Property Committee seeks to arrange for a more equitable allotment, and the amounts requested by the Mission in Column A (i. e., the total needed for authorized work) are considered as a partial guide. (b) The average of actual receipts for property items received by each country for the preceding five years. (c) Any unusual conditions in any field.

(3) *Items* are selected from the Missions' and Councils' lists in the preferential order noted below.

B. Preferential Order of Items

Property lists should be prepared in the following preferential order :

(1) *Unmet Balances* required on property items still needed and approved by the Board and for which approximately one-half has been appropriated by the Board or otherwise secured.

Missions and Councils should include in their property requests

to the Board all items on which there are unmet balances, whether the sums still required have been pledged or not.

(2) *Necessary Repairs* on existing properties for amounts over \$500. By necessary repairs is meant a repair which if not made would cause a serious deterioration of the property. All repair items over \$500 should be separately classified and not grouped with alterations, improvements, additions or equipment.

Each Mission shall make provision for repairs on all properties so as to keep all buildings in satisfactory condition. Appropriations for repairs shall be non-transferable and if unused are to be retained in the repairs account of the Mission. If the Mission cannot at once include under present appropriations all that is needed for repairs, it should assign as much as possible for this need from the first increases granted by the Board in the guaranteed appropriations.

(3) *Immediately Needed Residences* to house missionaries on the field or under appointment for whom no other suitable accommodation can be provided. The Board desires to make every effort to preserve the health and efficiency of the missionaries and their families by providing suitable housing, and instructs the Missions to place high in their property lists actually needed residences.

(4) *The remaining property items are those next highest* on the official lists sent from the field. Desired replacements of destroyed property should be listed here unless the Mission regards a particular replacement so essential as to merit a higher place among the Prior Items.

Emergency Items. If, during the course of the year, after the property list has been submitted, emergency items arise, they should be officially presented to the Board, which will give them sympathetic consideration. Such items must displace a like amount elsewhere in the list of the Mission or Council concerned. Advice as to what item should be displaced is desired by the Board, otherwise the Board must use its discretion in substitutions.

C. Property Needs of Cooperative Enterprises

In order that the Board may have a clear understanding of a Mission's opinion as to the relative urgency of our Presbyterian responsibility for both denominational and union enterprises, it is essential that all requests for property for both types of work be included in the same preferential list, indicating the relative order of importance in the mind of the Mission, so that the Board may be advised to what degree that need is urgent as compared with other local Presbyterian obligations.

D. The Amounts for Which Councils and Missions May Make Appeal for Property

The annual property list of each Council and Mission should be made out on a conservative and practicable basis so as to conform to the plan the Board is compelled to follow as outlined in Section 63 (2-a.) Missions and Councils should not publish or circulate such secondary requests as "Groups B and C," "A2 Dockets," "Other Requests," etc. These should be sent in manuscript form to the Board.

E. Enumeration and Identification of Property Items

In presenting property items for appeal in the Board's official list, it is necessary not only that the preferential order should be shown, but each item should be designated also by a Permanent Identification Number to locate it in subsequent annual lists and in the records of the Mission, Council and Board. Detailed instructions may be secured from the Board.

The permanent official property file of the Board is kept in its Treasurer's office. It is essential that in this office there be a complete file of photographs of all properties owned by the Board together with blue prints if such are available, if not, a rough sketch of floor plans of all buildings. As soon, therefore, as a new building is completed photographs and plans should be forwarded to the Board's Treasurer. Any photographs sent to the Board's Department for Specific Work or to the Publicity

Department for publicity purposes do not take the place of those required by the Treasurer's Office.

F. Designating Amounts Still Required for Property Items for Which Some Funds Are in Hand

The Missions in preparing their approved property lists shall state, in cases where sums have been appropriated or otherwise secured toward an object:

First, the total amount requested by the Mission, including any increases, if such, on the original estimates.

Second, the total amount in hand for the item and from what sources, if not received by appropriation from the Board.

Third, the total amount of the appropriations received toward the object.

Fourth, the net amount still required at the time the list is prepared, this being the sum for which the Board makes request.

G. Description of Items Listed

In order that intelligent and forceful solicitation may be made among prospective donors it is essential that adequate description accompany each property item listed.

H. Time Limit for Authorized Property Appeals

All requests in property lists are understood to lapse with the issuance of a later Mission list unless they are renewed in the later list.

I. Solicitation of Property by Furloughed Missionaries

Wherever a Mission desires that furloughed missionaries should be given permission to appeal for special property items during their furlough it will be necessary for the Mission to see that these items are placed sufficiently near the top of its preferred list to bring them within the Board's authorized Property List for all the Missions.

J. Appeal and Gifts for Items Far Down on Mission Property Lists

When missionaries approach prospective donors in the home churches about property items that are far down on their Mission's

list or not on it at all, money which might otherwise have been obtained for objects higher on the Mission's list and included on the Board's list is probably diverted. This frequently causes embarrassment at home and trouble on the field. When prospective donors consult the Board about requests of this kind, the custom is, in loyalty to the Mission concerned, to advise that the gift be made for one of the objects that is on the Board's list and that the Mission has voted to be of primary importance. Sometimes this advice is heeded, to the disappointment of the missionary, and sometimes it is not. In the latter case the Board must appropriate the gift for the object designated, or send the funds by Board Money Order, or refuse the gift altogether; the result being that a Mission often gets what it considers of secondary importance, while a primary need remains unmet. All practicable power and discretion should be vested in the Mission on the field; but missionaries who make appeals as above are really nullifying this just principle of democratic Mission administration.

K. No Credit for Gifts for Objects Outside the Board's Budget

Because of apportionments which have been made, churches sometimes demand credit from the Board for all gifts contributed by their members for Foreign Mission objects, whether such objects are within the Board's approved budget or not. Many donors assume that the fact that a missionary appeals for an object insures its being credited on their local church's apportionment of the Benevolence Budget. Credit cannot be given on church, presbyterial or synodical apportionments by the Board or by the General Council for gifts for objects which are outside the budget allotted to the Foreign Board, and which have not been approved and included by the Board under that budget.

L. To Whom Appeal Should Be Made

Care should be taken in soliciting funds for property not to divert money which is accustomed to be sent to support missionaries or station work. It is for these primary needs that the gifts of churches are ordinarily applied and for which they receive

credit on their Foreign Missions quota of the Benevolence budget. Gifts for property should ordinarily be secured from individuals.

M. Reports on Expenditure of Appropriations and on Progress of Construction

In order that the Board may always have available accurate and adequate information about all its property holdings and that the Missions' property needs may be best promoted, the Board directs:

First—That each Station treasurer send annually on March 31st to the Board treasurer on the blanks provided for the purpose, a report on each separate piece of property acquired during the fiscal year just closing, the lands purchased or buildings erected.

Second—That treasurers of the Missions in their quarterly reports to the Board state all the disbursements that have been made against special appropriations for property, which report in the past has been required only in the annual report of the Mission treasurer. It is necessary for the Board to be in a position to advise donors throughout the year exactly as to the expenditure of their money.

Third—That each Station also report to the Board's Department for Specific Work on the blanks furnished by that department for the purpose, detailed information needed regarding the progress of construction. Three such blanks will be furnished for initial, intermediate and final reports.

D. MISCELLANEOUS

Money Orders and Certificates of Credit

64. The Treasurer of the Board is authorized to make purchases for missionaries and for institutions under the charge of the Mission. All charges, including freight, shall be charged against either the personal account of the missionary or the account of the institution thus served. Care should be taken

to make orders in the name of the institution and not of the individual missionary, when the purchases are for the account of the institution. The Treasurer shall require some form of order for these purchases in the name of the missionary or the institution. The Treasurer on the field through whom this amount must be collected shall have cognizance of the obligation assumed and to this end should countersign all orders thus forwarded to the Board, a duplicate of the order being filed with him. These purchases are for Mission work and for missionaries' personal needs, and the privilege of making such purchases is not to be extended to those not directly associated with the Missions.

The Board's Treasurer may receive and transfer to the field funds handed him for the private use of missionaries and, in turn, pay upon authority funds transferred to him by missionaries. For this purpose Mission Treasurers are authorized to issue certificates of credit, which shall only be made for actual value received, and shall not transmit such funds by negotiable drafts payable through banks. Charges and credits for Institutions on the field where arbitrary rates apply to salaries are to be figured at the current rate of exchange.

Auditing Committee

65. The books, balance sheet and annual report of the Treasurer of each Mission are to be audited by a committee of not less than two persons appointed for such purpose by the Mission or by its Executive Committee. This Committee shall audit the accounts of the Mission Treasurer as soon as possible after April 1st in each year.

In auditing the accounts the Committee is expected not only to examine the footings and vouchers for each payment but also to report whether the disbursements under appropriations have been made in accordance with the vote of the Mission and the Board. The audit should include an examination of the cash on hand and certification that there is actual cash on hand to the amount reported to the Board.

Also all records of the Treasurer should be reviewed by this Committee so that it can certify that everything is being done in accordance with the instructions of the Mission and of the Board as outlined in the Manual, and that all transactions affecting the credit of the Board are reported to it.

The report of this Committee of the Mission certifying that such auditing has been made and the results thereof should be presented to the Mission (or Executive Committee) forwarded to the Treasurer of the Board, and incorporated in the minutes of the Mission.

SALARIES, ALLOWANCES, FUR- LOUGHS, ETC.

A. SALARIES

66. Salaries of missionaries vary in different countries, according to the expense of living. They are determined by the Board, after correspondence with the Missions. A place of residence is provided or rent paid. Missions, in making assignments of their members, should be sure that living quarters are available adequate to the maintenance of health and efficiency. The Board desires, as soon as practicable, to provide a fund in the regular appropriations of each fiscal year from which essential and emergency residences in regularly occupied stations may be provided, in response to official Mission requests setting forth the emergency need. Children's allowances are stated in Article 68. The salary of an unmarried missionary, man or woman, is usually sixty per cent. of the salary of a married man. A missionary working on the field while his wife temporarily resides in the homeland with Board and Mission approval receives the salary of an unmarried missionary and his wife the usual home allowance of a single missionary.

In case of the death of a missionary, or a child of a missionary, the salary or allowance is continued for one month from date of death.

The field salary begins, as a rule, on the arrival of the missionary at his Station and continues until he leaves his Station to return to America or on the termination of his connection with the Board.

In the case of a missionary left a widower or widow with children and keeping house, the salary is especially arranged in view of the circumstances.

Graded Salaries

67. In most fields the salaries are uniform, in a few others the Missions have preferred to have salaries graded according to length of service. The length of missionary service shall be computed for graded salaries and other matters on the basis of the actual total period under support of this Board as a regular missionary, excluding any other missionary service unless there is, ordinarily at the time of appointment, specific Board action to the contrary. The length of service of a married couple is determined by that of the husband.

Children's Allowances, Travel, Etc.

68. An allowance of \$200 a year is now made for each child under ten years of age and \$300 for the next eleven years, the payments for the last three years not to be made for children who are self-supporting or are married or leave school for other than health reasons. Children's allowances are computed not in fractions of months but in full months from the first of the month in which the birth occurs, the increase to be computed from the first of the corresponding month ten years later. The allowance for children of new missionaries shall begin with the date of leaving home on the outward journey. This grant terminates when the missionary ceases to be connected with the Board, but in case of death of a father in active service the children's allowances are continued to the age limit above indicated. (But Cf. Article 87.)

The Board cannot provide children's allowance for adopted children.

The Board defrays the expense of the journey of the children of missionaries to America up to the time that their allowance ceases, the total number of single trips not to exceed five, but it does not engage to meet the expense of their return to the field after the age of sixteen unless they go out as missionaries under appointment of the Board.

In fields where the full term is but five years or less, the

Board will consider requests for six or seven trips for the children of missionaries, if circumstances warrant them.

The provisions of this Article indicate the extent to which the Board feels able to provide for the maintenance and education of children.

69. Homes for the children of missionaries are provided in the United States, through the generosity of Christian friends. Inquiries concerning these homes should be addressed to the Home Base Department of the Board.

Outfit, General

70. Outfit allowances are granted to new missionaries to assist toward the purchasing of articles for the furnishing of homes and necessary equipment for service. A grant of \$250 is made to unmarried missionaries and \$500 to a man and wife. In the Africa Mission the grants to individual missionaries for outfit allowances are one-half these amounts. In this Mission, the Board appropriates the other half of the outfit allowance to the Mission for each missionary, with the understanding that it is to be expended for heavy furniture which shall become the property of the Mission.

Since some necessary articles can be obtained to equal or better advantage on the field thus saving freight, and since the new missionary is better able to determine after arrival on the field what is really needed, experienced missionaries advise limited purchasing before sailing and retaining more than half of the outfit allowance until after reaching his destination. Any unused portion may be drawn prior to the end of the fiscal year following the year of arrival.

Outfit, Medical

71. Medical missionaries going to stations where there are established hospitals are allowed a sum not to exceed \$50 to provide a personal medical equipment; to those going to stations where there are no hospitals, an additional allowance for surgical outfit, not to exceed \$300, is made after

approval by the Board's Secretary for the Mission and the Medical Secretary. On withdrawal of missionary physicians from service with the Board, all such outfits shall be reported to the Board and turned over to the Station Treasurers to be held subject to the Board's instructions.

On the removal of a medical missionary from one Station to another the medical outfit shall remain for the successor, unless the medical work is to be closed or unless there is no outfit at the Station to which removal is made, in which case the Mission shall determine the use of the outfit.

Medical Allowances

72. (a) Bills on the field for medical, surgical and one-half dental expenses, including prescribed medicines, when incurred under proper field and Board regulations, should be met within the regular appropriations. Each Mission should include in Class VI of its estimate sheets a definite amount covering ordinary needs of this kind; it thus becomes un-transferable and will constitute a medical fund carried over from year to year.

(b) A special term missionary may, if desired by the Mission, be granted medical but not dental care, the expenditure to be kept within the medical allowance of the regular appropriation of the Mission. No expenditure is to be incurred for affiliated missionaries except by specific Board authorization.

(c) Bills of missionaries on furlough in excess of \$25 per year for single missionaries and \$50 per year for a family, for medical, surgical, oculist and one-half dental charges, when incurred by prior advice of the Board, will, upon request, ordinarily be met by the Board. The financial responsibility of the Board begins after the individual has spent a total of \$25 (or the family \$50) in one furlough year for medical, surgical, oculist (not optician) and dental expenses combined. Thereafter, one-half dental and all other medical expenses

are chargeable to the Board upon the proper authorization of the Medical Secretary. The Board is not responsible for medical expenses incurred without its advance approval, except in emergencies which do not permit prior consultation.

Missionaries on furlough who are staying at a hospital or sanitarium are to pay one dollar per day toward any charge by the institution, including special nursing, irrespective of and in addition to the regular quota of \$25 for a single person or \$50 for a family. If, however, the stay is solely for purposes of examination, and the charges are strictly examination charges as distinguished from board and room, the missionary will not be expected to pay anything toward them.

In sending statements of medical expenses to the Board, the dates of the various items involved should be given and the name of the member of the family for whom the charge was made. Bills for such expenditures should be made out to the missionary concerned and not to the Board.

Medical Regulations

73. At Stations where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, to render service to them without charge, and the Board does not engage to be responsible for expense incurred in seeking medical aid elsewhere. Medical missionaries shall be the health and sanitary officers in their respective stations and shall have the right of initiative in raising questions of individual hygiene or general sanitation. They are explicitly authorized by the Board to study these matters in the Mission and stations. The Medical Secretary of the Board is expected to cooperate actively in programs of preventive medicine for the personnel on the field.

In Missions where there are physicians under appointment of the Board, the Mission shall arrange for annual physical examinations, details to be arranged by the Mission. In

Missions where there are no medical missionaries, effort should be made to arrange for such annual examinations by other competent physicians who may be available.

Requirements as to preventive inoculations are as follows: (1) Vaccination for smallpox at least once in four years; (2) inoculation for typhoid-paratyphoid at least once in two years, unless the individual is over fifty years of age, or has had a recent attack of typhoid or paratyphoid; (3) inoculation for typhoid-paratyphoid for children over ten years of age. For younger children it is optional but advisable.

Furloughed missionaries with children should consult the Medical Secretary of the Board regarding preventive inoculations for diphtheria and scarlet fever.

When missionaries are sent home from the field either at their regular furlough periods, or at other times on medical advice, the Mission Secretary is instructed to secure from the doctor in charge a full professional statement for the guidance of the Board's Medical Secretary.

Missionaries when they arrive at home on furlough shall have a thorough medical examination, and a sufficient portion of their furlough is to be spent in rest and recuperation to insure their return to the field in the best physical condition.

Missionaries before their return to the field after furlough must have another physical examination in order to insure good health on the field. It is important that these examinations should be completed and the report sent to the Medical Secretary of the Board in time for clearance for return to the field as the Treasurer of the Board is not authorized to advance final travel funds until he receives the medical clearance. The Medical Secretary sends out the necessary blanks at least two months before the expected time of sailing.

Remuneration for Outside Work

74. The missionary under salary from the Board is expected to give his time and strength to the work of Foreign Mis-

sions, under the general direction of the Mission and in accordance with the provisions of the Manual. If, with the express sanction of the Mission and the Board, he shall temporarily undertake work not under the care of the Board, any sum of money paid for such work shall be turned into the treasury of the Mission and credited to the Board, except with the approval of the Mission and the explicit consent of the Board to the contrary. Where the regular work is a source of revenue, such as medical fees, tuition, etc., the amount shall be similarly credited. This provision is not intended to cover gifts for personal use or occasional remuneration or honoraria, but is intended to apply to a missionary who takes outside remunerative work for a period and of a kind which affects the work assigned by the Mission or which the Mission could otherwise assign to him. (See Article 33-g.)

B. TRAVEL TO AND FROM THE FIELD

Journey Expenses

75. The Board pays the expense of the journey from the home of the missionary to his Station, or vice versa, by a direct route. If a missionary wishes to deviate from this route and there be no valid reason to the contrary, he shall receive a sum equal to the expense of the direct journey as estimated by the Board. This sum is based upon the shortest and least expensive route and is not intended to include items of emergency beyond those incident to delays from disarranged service. In case of deviation from the direct route or delays, the additional expense of which is assumed by the missionary, the time thus consumed will be taken into consideration in fixing the date at which home allowance shall begin or end.

The extra time spent in such travel shall be deemed a part of the furlough and not an addition to it, and plans should be made to arrive on the field not later than at the expiration of the leave of absence.

Indirect routes back to the field have very frequently resulted in tardy arrival on the field either because of failure to arrange schedules all the way through in advance, or because of unforeseen emergencies which are much more likely to arise on the longer, less known and less carefully planned route; also the more serious and expensive health emergencies during travel have largely occurred on these indirect routes.

When traveling by an indirect route no excess baggage charges or freight should be charged to the Board that would not have been required had the direct route been used.

The Board desires that all missionaries should travel in reasonable comfort and in ways consistent with their position and service. It therefore advocates first class passage across the Pacific and second class or one cabin across the Atlantic, etc.

Travel accounts of missionaries traveling by other than direct routes shall be rendered covering the full expenses incident to the entire journey from Mission station to furlough home or vice versa; and for such part of the journey as was by indirect route, the Board will grant a traveling allowance equivalent to the ordinary cost of route in the classes of travel which were used in the indirect route.

Missionaries are free to travel indirectly where they have funds of their own to meet the expenses of the additional travel, but the Board cannot sanction the application to such added expenses of any savings that the missionary may individually elect to effect by traveling in inferior classes.

Travel Allowance

76. Salary is not paid during travel to and from the field since the Board pays all necessary traveling expenses. A personal allowance of \$1.50 per day is paid to each missionary. This does not affect children's allowances. It is understood that this will cover such incidental items during travel as laundry, pressing, barber charges, newspapers, medicines, trips

ashore at ports of call, contributions to funds on board ship, any expenditure for steamer fees that may occur in excess of the maximum allowed to any missionary or family. The basis of this maximum to the more distant fields shall be \$10.00 for a single missionary, \$15.00 for a married couple and \$20.00 for a married couple with children.

The Treasurer's office in New York, except in a very few cases, arranges for all steamship tickets, but due to a ruling regarding clergy fares, it is necessary for the missionary to secure his own railway transportation after arranging for clerical certificates through the Treasurer's office.

All missionaries under appointment or at home on furlough who are not receiving compensation from other than religious sources are entitled to clergy fare permits allowing considerable reduction on the regular cost of railway travel. These should be secured before making any journeys at the Board's expense.

Missionaries should apply to the Mission Treasurer several months in advance of their return to America for Clergy Certificate application blanks so that Certificates may be obtained in the States and returned to the field before the journey begins.

Traveling on Furlough

77. Arrangements for the home journey should be made on the most economical basis consistent with reasonable comfort through the Mission Treasurer. Missionaries should obtain from him copies of the Travel Manual with full detailed instructions.

As far as possible, tickets for the journey, with instructions, should be arranged for and provided by the Mission Treasurer. He is usually more familiar with the routes and rates than the missionary.

All points where the journey is necessarily broken, as at Hongkong and at points in Japan and England, immediate

engagements should be made for the next stage in the journey, provided engagements cannot be made in advance by post or telegraph.

Missionaries in returning home must bring a regular clearance sheet showing balance in personal account, if any, date to which salary and children's allowance were paid, amount advanced for travel and advance made on home salary, if any. As soon as possible after arriving in America they should report to the Board offices.

In the case of missionaries on first furlough who must spend the major part of their furlough in a place of study, the Board will pay the expense of travel from the field to the more distant place, whether home or place of study, with the understanding, however, that when the place of study is the more distant it shall be as near the missionary's home as possible, and must be agreed upon in advance of the missionary's homecoming in correspondence between the missionary and, if necessary, the Mission and the Board.

Missionaries should remember that the place of study may determine the destination to which the Board pays travel, since it will naturally be the place in which the missionary spends the greater part of his furlough; that the Board's Furlough Study Committee has been appointed to supervise the study of such missionaries; and that consequently the place of study should not be settled by the missionary without consultation with the Committee. This does not rule out the possibility of taking special courses in particular institutions, attendance at which may involve unusual travel expense; but the missionary should not make such arrangements on the assumption that the Board will pay the travel unless it has agreed in advance to do so. Such special cases will be sympathetically considered by the Committee and endeavor will be made to provide in some way to make such study possible when it is really necessary.

Furlough Residence

78. It is desirable that furloughs be spent in the United States. Any missionary wishing to spend part of the furlough in a foreign country is expected to correspond with the Board with reference to the time to be so spent and the date at which the home allowance shall begin.

As the Board pays the travel expense to the home of the missionary, it is necessary that the domicile be stated when rendering the travel account. (Cf. Article 28c.)

The domicile shall be considered that place at which the missionary spends the greater part of the furlough, and not the farthest point to which he, or she, may travel in making visits among relatives, friends or churches.

For missionaries whose homes, or whose furlough domiciles, are not in America, the Board will pay the cost of the journey to an amount not exceeding the cost of the journey from their Station to New York City and return.

Baggage and Freight Allowances

79. (a) The Board pays the expense of packing and freight and customs duties for new missionaries to the field within reasonable limits, (duties not to exceed \$50.00 per person) for necessary articles for personal and household use and not on more than is included in the regular freight and baggage allowance. The freight allowance for new missionaries is two measured tons for a single missionary and four measured tons for a married couple, except as may be determined by special action of the Board. The freight allowance for Africa is one-half the usual amount, namely, one cubic ton for each missionary. One cubic, or measured, ton is equal to 40 cubic feet. Any amount taken out beyond this quantity is at the personal expense of the missionary. Requisitions may be made upon the Board for money to cover the portion to be paid for by the Board by a letter or memorandum sent to the Board's Treasurer in New York.

(b) One measured ton of freight, without customs duties, is allowed each adult and one-half ton for each child when traveling on furlough. A freight allowance is not granted unless goods are actually shipped, and an "out and out" allowance for freight is made only when goods are shipped by the most direct and cheapest route, in which case the allowance is the estimated cost of such direct and cheapest route if the quantity of freight, within the allowance, is actually shipped.

(c) The Board allows a maximum of 350 pounds of baggage which the missionary is entitled to carry free from his home to his destination on the field, or vice versa. Many of the steamship companies allow only 20 cubic feet, or about 175 pounds. The railroads in the eastern section of the United States allow only 150 pounds, while the trans-Pacific lines and railways on through trans-Pacific railroad tickets from Chicago or St. Louis west allow 350 pounds. In foreign countries it is usually considerably less than 350 pounds. Where the transportation lines allow less than 350 pounds the Board will pay excess charges, if necessary, up to 350 pounds maximum.

Half the above allowances will be made for each child.

(d) The freight of outgoing missionaries should be shipped several months in advance of their sailing, in order that it may reach the field by the time they do or soon after their arrival.

All goods should be packed in stout cases or crates, as compactly as possible, since ocean freight is charged for on basis of measurement instead of weight, taking into consideration the time, distance and risks of the journey, especially the risks from water and dampness. Trunks must be boxed or crated when shipped as freight.

Boxes should be numbered serially 1, 2, 3, etc., and a list compiled for each box, listing old goods separately from new where this is possible. In most countries old goods are ad-

mitted free of duty and if the contents of boxes are listed without showing value of old goods distinct from new goods, duty is charged on old goods as well as on the new. All goods, whether old or new, must have values set opposite the various items. These values are necessary for Customs purposes and also are the only basis of claims for insurance in case the box is damaged or lost.

These lists of contents and shipping papers should be sent to the Board's Shipping Department or to the shipping company specified by the Board. The country to which the Missionaries have been assigned should be put in a letter to the Board's Shipping Department or shipping company, but not marked on the freight boxes.

The Board cannot assume responsibility in shipping goods where lists of contents with values are not furnished.

The Treasurer should be advised promptly in cases where there are forwarding charges to be paid by the New York Office on goods shipped other than through the Board's Shipping Department, giving the number of pieces and total value.

(e) All boxes shipped through the Board are insured against loss at sea or through theft. If any such losses result, these should be reported as soon as possible to the Board by letter. This report should show the goods received as well as those lost. Shipping Companies do not ordinarily insure against theft, therefore in writing to them when sending lists, bills of lading, etc., state definitely that you wish freight boxes to be insured against theft.

Passports

80. Passports are necessary but the regulations regarding them change so often that it is impracticable to include in this Manual instructions regarding them. The Treasurer of the Board will furnish all needed information, and missionaries should be careful to fulfill all conditions imposed by the Government.

C. FURLOUGHES

81. The appointment of regular missionaries contemplates service for life. Stated furloughs are in complete accord with such service. Change of environment tends to preserve or restore health and energy, and the presence of missionaries in the churches at home increases interest in Mission work. The frequency of furloughs varies with the degree of isolation and climatic conditions of the fields in which the missionaries work. Exigencies of the work may render necessary a lengthening of some terms of service, and exigencies of health may shorten others, the general rule being that missionaries should take their regular furloughs at stated times. If exigencies of the work require a change in the date of sailing on furlough the change should preferably be a lengthening rather than a shortening of the term. The needs of the work should be considered well in advance and furloughs so arranged that requests will not be made to shorten terms of service because other furloughs become due at the same time.

In cases where a missionary has been on the field longer than the usual term and his wife for a period shorter than the usual term, or vice versa, it shall be allowable to fix the minimum term at an average point for the two. Exceptions may be made in cases of wives kept in America on account of ill-health or for other reasons approved by the Board.

Terms of Service and Furloughs

82. (a) In every case a furlough must be approved by the Mission and, except an emergency health furlough, must be included in the annual estimates. The Board meets travel expenses both ways for approved furloughs, unless specifically stated to the contrary.

The period of furlough is in addition to the time required for direct travel. For indirect travel see Article 75.

The Missions shall ensure that the time of leaving the field is at a suitable period after the full term of service; that the

return to the field at the expiration of the furlough shall also be at a suitable season of the year; and that the furlough be so timed, if possible, that the absence from the field shall include at least one hot season. In this adjustment the term of service shall not be shortened and the furlough will not be lengthened except as specifically stated elsewhere.

In China, Chosen, Japan and Syria Missions, where the term of service expires before October 1st, missionaries shall be allowed to leave on furlough during the July previous to the expiration of the term of service, and, in the case of the twelve months' furlough, shall return so as to arrive at the port of entry about September 1 of the following year. If the term of service expires after October 1st, missionaries may leave the field at such time thereafter as the Mission may determine, provided it be at such a season as to allow the return to the field at the expiration of the regular furlough in America.

In the Philippine, Hainan, Yunnan and Siam Missions, missionaries who have arrived on the field for the opening of the schools in June, may leave the field on the furlough when the schools close at the end of March preceding the end of the full term of service, returning before the opening of the schools in June of the following year.

(b) After the first term of service the furlough shall be used in further preparation under the direction of the Mission and the Board. If the first furlough is not devoted to study for further preparation under the direction of the Mission and the Board, the regular furlough rules as to length of furlough shall apply. (Cf. Article 28d.)

(c) No provision is made for a proportionate furlough. In case a missionary must come home prior to the regular furlough, the case shall be presented by the Mission to the Board for special consideration. If the Board shall approve, (a) the period of such absence, less one month for the annual vacation on the field (if the absence from the field included

the regular vacation time) shall be deducted from the period of absence authorized for that Mission for the next regular furlough, or (b) the next full term of service shall be from the time of return to the field after the leave of absence. During a leave of absence, all expense for travel shall be provided by the missionary, and all financial allowances from the Board shall cease, except that (a) children's allowances may be continued, and (b) field salary for the regular vacation time (if included within the period of field absence) shall be paid.

Terms of Service and Furloughs

(d) *South Brazil, Chile, Persia, Syria, Japan, Chosen, China (excepting S. China, Hainan and Yunnan)*

First term of service, 5 years with a 12 months' furlough;
Subsequent term, 7 years with a 12 months' furlough;
or 6 years with a 9 months' furlough;
or 5 years with a 6 months' furlough.

(c) *Central Brazil and Guatemala*

First term of service, 4 years with a 12 months' furlough;
Subsequent term, 6 years with a 12 months' furlough;
or 5 years with a 9 months' furlough;
or 4 years with a 6 months' furlough.

(f) *Hainan*

All terms, 5 years with 12 months' furlough

(g) *Philippines, Yunnan and South China*

First term of service, 5 years with a 12 months' furlough;
Subsequent term, 6 years with a 12 months' furlough;
or 5 years with a 9 months' furlough.

(h) *Siam*

First term of service, 4 years with a 12 months' furlough;
Subsequent terms: 4 years and 9 months with a 12 months' furlough;
or 4 years with a 9 months' furlough.

(i) *India*

1. In the Punjab and North India Missions

First term of service, 5 years and 7 months with a 14 months' furlough;

Subsequent terms, Single women, 6 years and 7 months with a 14 months' furlough;

Married missionaries, 7 years and 7 months with a 14 months' furlough.

The furlough of 14 months shall be in addition to the time of travel to and from the field, missionaries to leave the field not earlier than May 1, and to arrive on the field after furlough not later than October 1.

Missionaries may take an emergency furlough of six months after five and a quarter years, this emergency furlough not to be taken except with special sanction of the Mission and the Board.

2. In the Western India Mission the term of service subsequent to the first is to be six years with 12 months' furlough, or five years with 9 months' furlough; the time for leaving the field on full furlough shall be about the first of March following the completion of term of service, and for leaving the United States about the first of April.

(j) *Mexico*

First term of service, 3 years with a 12 months' furlough;

Subsequent terms, 7 years with a 12 months' furlough;

or 6 years with a 9 months' furlough;

or 5 years with a 6 months' furlough.

For the hot lowland country the term shall be 3 years with a 6 months' furlough.

(k) *Colombia*

First term of service, 3 years with a 12 months' furlough.

1. Barranquilla, Cartagena, and stations in the Magdalena River Valley, 6 months' furlough after three years.

(2) Medellin and Bucaramanga Station, 10 months' furlough

after 5 years of service, or 8 months' furlough after 4 years' service.

(3) Bogota Station, 10 months' furlough after 6 years of service, or 8 months' furlough after 5 years.

(1) *Venezuela*

First term of service, 5 years with a 12 months' furlough;
Subsequent terms, 6 years with a 10 months' furlough;
or 5 years with an 8 months' furlough.

(m) *West Africa*

First term of service, 3 years with a 12 months' furlough;
Subsequent terms, 3 years with a 9 months' furlough.

New missionaries to Cameroun are expected to spend six months in France in the study of French. This time is in addition to their term of service in Africa.

Special Furloughs

83. Any other leave of absence than the furlough thus provided for must be by vote of the Board on recommendation of the Mission, except where a critical condition of health, certified by one or more physicians, does not admit of delay, in which case the approval of the Mission will be deemed sufficient; the action to be promptly reported to the Board, with a medical certificate. The Board furnishes the Missions with a form of certificate for this purpose, and the reception and approval of these certificates, together with the judgment of the Mission thereon, must precede the settling of the travel account of a missionary returning to the United States, when no provision has been made for such return in the annual appropriation. This medical certificate must be signed by the Board's medical missionary at the Station, where there is one. Where a consultation of the medical missionaries of a Mission is practicable, it shall be only on the recommendation of such a consultation that missionaries shall be sent home on account of ill health.

The same rules apply in cases where a serious illness of children makes it necessary to bring them to the United States. If a child in such circumstances is accompanied to America by either or both parents, prior approval of the Mission, or its Executive Committee, should be given and if time permit of the Board also.

Home Allowance

84. The allowance while at home is (1927) \$2,100 per annum to a husband and wife and \$1,200 to an unmarried man, to an unmarried woman and to a wife whose husband remains on the field. Missionaries may, at their discretion, draw in advance one months' home allowance from the Mission Treasurer prior to leaving the field or from the Treasurer in New York upon arriving in the United States.

The home allowance begins when the payment of traveling expenses from the field ceases and ends when the payment of traveling expenses to the field begins. Whenever the alternative offered in Article 75 is accepted, the home allowance shall begin at the time the missionary would have reached his home in this country by a direct route, and the same principle shall be applied when the journey is toward the field.

The home allowance of widows and widowers with children shall be presumptively that of unmarried missionaries plus children's allowances, with the understanding that these amounts may be supplemented if this is found necessary.

Home allowance shall in no case exceed the amount for the term of furlough as set forth in Article 82 except as serious physical disability, certified to by a competent physician, may call for a longer period, or upon express consent of the Board. (Cf. Article 85.)

Children's allowance is not interrupted by travel.

An amount not to exceed \$25 per month for a family, toward rent, will be granted to those furloughed missionaries

who may need such assistance. Applications should be made on blanks furnished by the Board. These grants are considered in accordance with the principle that the rental allowance should not exceed two-thirds of the rent that the missionary is obliged to pay, provided that the amount of the Board's grant shall not exceed \$25 a month and that the duration of the grant shall be within the Manual limit of the furlough, except when an extension is made on a medical certificate of ill-health.

Extension of Furlough

85. For satisfactory reasons the furlough may be extended without home allowance, except in cases of ill-health; but at the end of the second year except in special cases, the connection of the missionary with the Board will be terminated.

Vacations on the Field

86. Such brief vacations on the field as may be necessary for the best interests of the Mission force are to be determined both as to time and length by the Missions, on the basis of plans submitted by them and approved by the Board.

The Board may provide for exceptional field health changes to be determined by the Mission or Council, the necessary expenses to be included in the annual estimates.

D. RETIRING ALLOWANCE

87. The rules regarding the honorable retirement of missionaries at the age of seventy or after forty years of service, in Article 84 of the 1922 edition of the Manual and the supplementary regulations and interpretations that were issued in 1924, and the rule regarding the orphans of missionaries in Article 68 will necessarily be changed by the application to foreign missionaries of the Service Pension Plan of the Board of Ministerial Relief and Sustentation, on the terms and in the form agreed upon by the two Boards and approved by the General Assembly of 1927. As the General Assembly's action had not been taken when this Manual went to press, detailed information will be published later.

THE CHURCH IN THE MISSION FIELD

Ideals of the Church on the Field

88. The Church in the Mission Field should aim to become self-propagating, self-supporting and self-governing, and should be diligent in applying the principles of the Gospel of Christ to the social and moral problems of community and nation. The Mission, with wise counsel and cordial assistance should encourage and foster the Church in carrying out this purpose.

Relation Between Missions and the Church on the Field

89. 1. The right of such a Church to independence with complete ecclesiastical authority and responsibility for the administration of its own affairs should be gladly welcomed.

2. This, however, need not prevent connection of the missionary with the church courts in an advisory capacity, or service on committees or other service of the Church in the field in any capacity, provided the desire of the Church for such relationship or service is expressed by the Church itself through its own ecclesiastical authorities; but any such relationship should be looked upon as temporary and as falling short of the final objective, which is an indigenous Church on a native basis in which the foreign missionary becomes no longer a necessity.

3. Where the Church in the mission field desires it and the Mission approves, ordained members of the Mission may connect themselves with the courts of the Church on the field. The General Assembly of 1925 answered in the negative an overture asking whether a Presbyterian minister can be a member of two Presbyteries, one in America and one on the foreign field. Presbyterial membership on the field therefore requires severance of the relationship with the Presbytery in

the United States with which the missionary has been connected. In the case of presbyteries belonging not to the Presbyterian Church, U. S. A., but to union churches of the Presbyterian and Reformed order on the foreign field or to churches of this order which have grown out of the work of our own missions into independent churches and have been so recognized by our own General Assembly, it should not be taken for granted that missionaries should transfer their membership from their home Church, but the matter should be decided in each field in accordance with the judgment of the native Church and the Mission and with regard to the best interests of the Church, such course being followed as appears most likely to secure the real, speedy and complete independence of the Church.

In some fields it has seemed that the best interests of the Church were served by missionaries retaining their presbyterial membership in the United States while working with and serving in every way the independent Church on the field. In other countries these churches have desired that the missionaries should join the presbyteries on the field.

If a missionary desires to retain his presbyterial membership in America, and if the Church in the mission field desires some field relationship, there is no objection to his sitting as an affiliated member or assessor and sharing in the work of the field presbyteries to any extent that these may desire, provided that such relationship is found to be really productive of more rapid and complete autonomy and self-responsibility on the part of the Church, and provided also that there is clear recognition that the missionary remains under the sole and complete jurisdiction of his presbytery in America. Where this is not the case, the field presbyteries should be encouraged to do their work in full independence, and the missionaries should have the status of corresponding members only.

In the case of ordained missionaries who transfer their full membership to the field, or who become related to the field

presbyteries in any partial degree, it is understood that as missionaries they remain wholly under the jurisdiction and control of the General Assembly of the Presbyterian Church in the U. S. A., whose missionaries they continue to be through the Assembly's Board of Foreign Missions.

An action of the Board April 19, 1926, in reply to inquiries from the Stated Clerk of the General Assembly and from missionaries on the field and indicating the policy outlined in the preceding paragraphs, was brought to the special attention of the General Assembly of 1926, which, on recommendation of its Standing Committee on Polity, declared it to be "conforming to our Constitution and approved by past Assemblies."

Church Membership of Unordained Missionaries

The same principle applies to unordained as to ordained missionaries, that is, they cannot be members of two churches, one at home and one on the foreign field. Newly appointed missionaries should leave their membership with their churches in America, unless after their arrival on the field, the missionaries and the native Church deem a transfer of membership desirable. In either case, their relation to the Board is unchanged.

Relation of the Church on the Field to the Control of Mission Funds

90. 1. The right to the control and administration of Mission funds inheres in the Board and the Mission, but a Mission at its discretion, and with the approval of the Board, may make such grants to the Church in the field for general or specific purposes as it deems advisable, the Church then having the power of control over and administration of such funds.

2. If deemed advisable, a Mission may with the consent of the Board transfer funds or institutions or other work to the Church, or to a joint Cooperating Committee of the Mission and the Church, which may administer them.

3. Such joint Cooperating Committee should be composed of members selected by the duly constituted Mission authorities and members selected by the duly constituted Church authorities.

4. Such a plan should be put in operation primarily in those fields where there is either a desire or capacity for self-government which has outgrown the financial ability of the Church, but it should not be adopted with the idea of permanency, but as a temporary expedient looking forward to and looking up to self-support and final complete control by the Church on the Field.

National Leadership and Study Abroad

91. The Board recognizes the necessity of trained leadership—ministers and lay workers, both men and women—and that it is the duty of the Mission to start and sustain schools for training such leaders. In all forms of work, the Church in the Field should be encouraged from the first to cooperate with a view to ultimate assumption of responsibility. As higher education differs in different fields, the Missions should seek such advancement as will place the leaders on a footing of equality with the best thought of their constituents. In exceptional cases a limited number of native leaders who have availed themselves of the facilities for higher education on the field may be carefully selected for study abroad, after they have been sufficiently tested in active service in the work for which they have been trained and have adequate knowledge of the English language and provision for financial support. Such workers should be set only upon official approval by the Mission and by the proper body of the Church in the Field and only when adequate financial support has been assured in advance. It should be understood that no obligation to employ these students upon return to their fields devolves upon the Mission or the Church.

COOPERATION, UNION AND OUTSIDE RELATIONSHIPS

A. Cooperation With Other Missions

92. 1. Cooperation should be entered into with other Missions of evangelical faith in any way that will advance the cause of Christ.

2. Union should be entered into when practicable as a natural result of cooperative effort on the field.

B. Cooperation in Evangelistic Effort

93. In the large centers of population, in particular, union evangelistic efforts should be entered into, in the endeavor to reach and evangelize the unchurched masses.

C. Cooperation in Educational Work

94. 1. Cooperation should be undertaken in the higher grades of education, the actual stage to be determined by local conditions.

2. Cooperating Missions and Churches, having delegated powers to a field Board of Control, should leave to this Board the decision of matters relating to the faculty and the preparation of budget, and a due measure of freedom in the conduct of the institution.

D. Cooperation in Press and Periodicals

95. There should be a carefully worked out plan of cooperation or union of the presses of a given country or region, and in the publication of evangelical literature. Union effort is particularly urged in the publication of text books and

general literature for schools, Sunday School helps, hospital and other records, hymn books, temperance literature, tracts, and other evangelistic publications, works related to sanitation and social hygiene, etc.

E. General Assembly Actions Concerning Policy or Union and Co-operation

96. The definitely established policy of the General Assembly and the Board concerning the policy of Union and Cooperation is expressed in the action of the Board, May 15, 1900, and specifically approved by the General Assembly of that year, as follows:

“Believing that the time has come for a yet larger measure of union and cooperation in mission work, the Board would ask the General Assembly to approve its course, in recommending to its Missions in various lands (in line with the General Assembly’s action of 1887, Minutes, p. 23, having in view building up independent national churches holding to the Reformed doctrine and the Presbyterian polity) that they encourage as far as practicable the formation of union churches, in which the results of the mission work of all allied Evangelical Churches should be gathered, and that they observe everywhere the most generous principles of missionary comity; and, further, it is voted that the Board now adopt the statement of policy prepared by its special Committee on Policy and Methods, and submitted to many of the missionaries and approved by them, as follows:

“In the view of the Board the object of the foreign missionary enterprise is not to perpetuate on the mission field the denominational distinctions of Christendom, but to build upon Scriptural lines, and according to Scriptural principles and methods, the Kingdom of our Lord Jesus Christ. Where Church union cannot be attained, the Board and Missions will seek such divisions of territory as will leave as large

districts as possible to the exclusive care and development of separate agencies. It is believed that in other regards, also, missionary comity should be given large range; (1) Salaries of native workers should be so adjusted among Missions as not to introduce an element of dissatisfaction among the workers of any Mission, or to tempt them away from the Mission with which they are connected. (2) Each Mission and the churches connected therewith should recognize the acts of discipline of other Missions and the churches connected with them. (3) In cooperative educational work, and especially where the schools of one Mission train helpers for other Missions, the latter should render some compensatory service. (4) Printing establishments are in many Missions required by the missionary work. Such should not be unnecessarily duplicated. The printing establishment of one Mission should, if possible, be made to serve the needs of all others in the same territory. (5) A hospital invariably opens wide opportunities for evangelistic work. Until these are properly utilized, it is not judicious or economical to establish other hospitals, the results of whose establishment will be to multiply further unutilized spiritual opportunities. (6) Fellowship and union among native Christians of whatever name should be encouraged in every possible way, with a view to that unity of all disciples for which our Lord prayed, and to which all mission effort should contribute."

In 1905 the Assembly "noted with satisfaction the readiness of the Board to give cordial response to appeals from the Mission Stations for endorsement of reasonable union movements properly conserving essential truths," while in 1916 it voted:

"That the Assembly reiterate its hearty approval of the Board's policy to promote comity, cooperation and union in all practicable ways, thus avoiding denominational overlapping and the undue multiplication of agencies in a given field, but using men and money to the best advantage."

F. Political Activities

97. Although the work of Foreign Missions, so far as its primary aims and ultimate purposes may be realized, will affect for good all human life and will contribute to true political progress and well-being, it is the general duty of missionaries to refrain from direct political activities and not to be involved in political movements or disputes.

G. Higher Educational Institutions (Not Union) and Their Relation to Mission and Board

98. Institutions of higher learning, other than union institutions, may, at the discretion of the Mission, be related to the Mission direct and not to the individual stations, and their budgets may, at the discretion of the Mission, appear as separate from the Station budgets in the Mission estimates.

99. Amendments

Any Field Council or Mission may suggest to the Board changes in, or amendments to the Manual.

The Board reserves the right, after consultation with the Missions when practicable, to modify or change the Manual as the best interests of the cause at home and abroad may require.

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